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Special Libraries Association

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SPECIAL LIBRARIES

Vol. 19

September, 1928

No. 7

20th CONFERENCE

PROCEEDINGS

PART II.

Research

Uncle Sam and You

Special Library and Research

Survey of Special Collections

Officers' Reports

Proceedings

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Special Libraries

Vol. 19

SEPTEMBER, 1928

No. 7

Research

By Dr. John A. Lapp, Department of Sociology, Marquette University

THIS is to be a demonstration of a real Rip Van Winkle. It has been ten years since I attended a meeting of the Special Libraries Association. While I have been in touch with its activities and have noted its progress, I have not had the privilege of meeting with its membership within that span. I was in at its birth nineteen years ago, when there met a number of the men whom I see here today in this audience—Mr. Lee, Mr. Handy, Mr. Brigham. Mr. Hyde was with us soon after. I am back today after all these years to have something to say about the central idea of the Special Libraries Association. It is quite possible that you are using language now which I am sure I do not understand. There are a great many terms in current use that would be novel to me, and if I should sit through your group discussions I would find myself indeed a Rip Van Winkle.

Since the time I worked actively with the Special Libraries Association I have become a college professor. I haven't been one very long and am never certain how I am acting in that rôle. I am trying to be like one, and act like one, and work like one; and in one respect I have done some very admirable succeeding—I have shown unmistakable signs of absentmindedness.

I don't know but what that is a good characteristic for librarians. I showed signs of absentmindedness recently when, on a trip I spent days preparing some lecture notes and then promptly left them in a railway station, where they still repose. Perhaps some librarian may have picked them up and preserved them. In my new ambition I am striving to attain the acme of perfection which a friend has attained—also a college professor. He and I were traveling in the days when I

was active in the interests of Special Libraries. We went into the dining car for luncheon. It was to be a Dutch treat. When we got through the bill was \$1.25 each. The waiter brought one check. I had a \$5 bill in my pocket. I don't know how a librarian in those days happened to have a \$5 bill, but I had one. I handed it to the waiter and he brought back the change. My absent-minded college professor friend was earnestly talking to me. The waiter put down the change and my friend picked up a dollar and a quarter of my change and paid me for his luncheon. He doesn't know to this day that he owes me for a lunch, and I will not tell him because it will spoil this story. You can see at least that I am on the trail of such possibilities of success and greatness as he has already achieved.

Really, the Special Libraries Association as it stands today is a thrilling event in the history of the development of education and research in the United States.

To see an association of this size in this brief space of time accumulating members from people who were mere infants at the time of its formation and having a large membership from institutions not then existent; to watch this development from the small beginning, especially to observe the growth of the whole conception, the whole idea of special libraries; to hear the report of the editor of *Special Libraries* and the treasurer's report; and to find that there is a balance of a couple of thousand dollars in the treasury and a goodly number of subscribers to *Special Libraries*, makes me marvel at the accomplishment. It will give you a great deal of courage when I tell you that when we began publication about nineteen years ago we started out with a subscription list of sixty members.

We had faith, I am sure you will admit, to institute a publication with sixty subscribers at two dollars each. That represented, I suppose, about the extent of the development of special libraries at that time. The great part of the libraries of those days were legislative, municipal and specialized departments of public libraries.

From sixty members to your present proud professional and economic position you will admit is quite an achievement within twenty years.

We had a great deal of fun in those earlier days. It was really an event to go through that formative period. We had rare contests. Annually we went through certain conflicts. Annually we met in committee and in solemn conclaves to protect ourselves against the encroachments of the American Library Association. Everyone thought we were certain to be absorbed by the American Library Association and that the A. L. A. was set upon absorbing us whether we wanted to be absorbed or not. But at each session we succeeded in keeping clear the idea that there was a place for the Special Libraries Association separate from the A. L. A.

We went through a good deal of ridicule from certain librarians and one library journal. I remember when it was caustically said we had met and that we had rediscovered a whole lot of territory everybody knew about twenty or thirty years before, that we thought we were finding something new when we were merely covering old ground. I remember that same idea was expressed about legislative libraries. One librarian contended that special legislative bureaus were not new. She said she had started one long years before anybody had talked about it. She said that in her state when she learned that the legislature was going to deal with certain subjects she bought all the books possible on that subject and put them in the library so the legislators could get them and use them for research on the subjects coming before the legislature. Of course, that was the germ of the idea, but that was nothing but regular library work. It took a long time to show how special libraries in that field were differentiated for the type of service, which legislators needed. This librarian

had the wrong idea of the function of the special library. Special libraries are not interested in collecting books and putting them on the shelves. They are interested in collecting every scrap of information on a given subject and organizing that material, and in seeing that that information is useful and is used. Legislative libraries are not collecting for the mere pleasure of burdening the shelves or for the casual reader or the one who comes to glance over a book and see if he is interested. They are collecting, and have always been collecting, with the specific object of having what they collect used.

The legislative libraries were of little value to legislators as long as they merely put books on the shelves. Your Nestor of legislative librarians, Herbert Brigham, will bear me out that to develop legislative libraries means, plus the ordinary library work, making the material actually function on the job with the legislators, carrying it even further and putting it into shape so legislators can use it in the form of digest of legislation and of legislative bills.

When I was under the spell of Special Libraries and the Association, I wrote a paragraph which has stood for all the years as my platform concerning not merely special libraries, but libraries in general. I have not changed, I am sure, from the original notions that were formed in my mind in my long association with this body. In fact, I have become more impressed with the fundamental values of special library training and special library experience and of specialized library training in education generally as years have gone on. When I want anybody to do a piece of work for me, I would rather select a librarian experienced in a special library than any one else, because I know at least that that person has the qualifications to know what is worth while getting and saving and how knowledge can be used.

But to return to my platform. When I was under the original spell of the Special Libraries Association, and was working also in the field of vocational education which occupied my spare time for a little while, I wrote this:

"Enough knowledge is already stored up to revolutionize the practical

affairs of the world if it could be brought into action.

"We have enough scientific knowledge of agricultural methods in printed form to make two blades of grass grow where one grows now if it were effectively put to work.

"Enough of industrial science has been accumulated to bring a new era of efficiency if a channel could be opened to conduct it to the right workers in the office, manufactory and shop.

"Enough science and art stand ready to improve the homes of this land if the home makers were taught to get and practice that part which is useful to them; and enough facts and principles of business are available for business men to give business a broader and more permanent and efficient character if they could only be brought in right proportions into the minds of business men."

That was written in 1914 at the very beginning of the time when the Special Libraries Association was penetrating business in a widespread way, making real the ideal that was expressed for me in those lines. And out of that I have gained for myself—I think the Special Libraries used it a little bit—this slogan: "Put knowledge to work;" and that has been the ideal that I have tried to follow, whether working in a library, or in promotional organization of social work or in university studies.

And, further, I said at that time there is a mass of literature on the processes and history of almost every trade, rich in inspiration and in interest, if the library will only gather it and make it accessible. This, I think, has been somewhat realized during these years of activities of Special Libraries. For certainly in the business world and in the industrial world there has been truly a revolution in this respect.

When this Association was formed, there were not over 25 business institutions in the United States that actually had a special library with a librarian who knew the kind of thing that was to be done. But since that time we know there are a thousand of them. There are more than that, for I am sure that today there are very few large businesses

that would find it possible to get along in this competitive world without the special library.

It was feared very much after the war and the curtailment of wartime work, when other activities had to be cut down that possibly special libraries would be one of the first cut off. But it appears that was not the case because the war and the aftermath of the war indicated the importance of the library as a practical tool in business.

I am speaking today on the subject of "Research." Of course the whole idea expressed in the sentence I used a moment ago is essentially research. Research in a special library consists of several parts. It is not research in the sense that it creates new knowledge, yet it has some of the characteristics. It is research of broader type—the assembling of knowledge. Of course, special libraries really create some new knowledge. When you do not find any information on a given subject, I dare say you write to schools and libraries and elsewhere and ask if they know anything about the subject. When there isn't anything printed on a subject, a librarian will send around to 50 cities or 48 states for material and then compile that material and make a document from what has been given him.

But the primary and great object of the special librarian is not the creation of new knowledge. It is the assembling of everything that can be found anywhere in the world on a given subject.

Perhaps one of our greatest weaknesses as yet is that in America, at least we confine our research in many of our fields primarily to American materials, going altogether too little to the foreign countries and particularly to countries whose language we do not understand. The field of research is endless, for there is material somewhere in some land, about most every subject on which we are engaged and it has been one of the great outstanding results of the Special Libraries Association that more and more tools have been created for the purposes of research in attempting to mobilize and bring together all of information and scattered publications from all over the world.

It may not be known to many of you that the Public Affairs Information

Service which today is filling an important place was an outgrowth of this association. When special libraries were young, I remember well when a half dozen special librarians sat around annually and considered for days a central clearing bureau where we could be sure we could get track of current publications that were often lost. We decided at Kaaterskill that "the way to resume is to resume" and the way to have such a bureau was to get it started, and it was started.

We asked a few people for twenty-five dollars each for a brand new experiment to see if we could do something to create the means of bringing information of scattered current publications together. The next year the H. W. Wilson Company took it up and the members were asked to contribute a hundred dollars a year for this co-operative enterprise and seventy-five provided a hundred dollars apiece. Since then the P. A. I. S., as it is familiarly known, has become a great tool for research. Other developments have been the Industrial Arts Index, the agricultural index and other publications by the Wilson Company which have been the outgrowth of the special library.

These indexes attest to the extension of the idea of getting hold of the last bit of information and putting it in position where those who need it can find it.

But there are many things still needed today. I do not believe that as librarians or special librarians, we ought to be content merely with the mechanical process of selecting materials and putting them on the shelves and even content with the idea of bringing them to the attention of the individual workers. I care not for this business unless it results in human progress. I care not whether information is assembled for personal and private gain. That is all right. But I am interested in whether these things function for the larger welfare of the country. While we gather technical publications we must gather other things, also. We must gather the practical information our institution wants, but we also ought to gather a lot more. We should bring together the great advances in human thought—books that are stirring. We should be-

come a part of the educational movement in the broad, big sense, for it is unfortunate indeed that the great mass of men in this country do not read. It is a most depressing aspect of modern education that after 50 or 75 years of quite general educational practice there are many people who never read anything worth while, millions who never read the data you select, millions more who never read anything beyond the newspaper and Saturday Evening Post, even responsible leaders, public men, business leaders who never read a book on anything.

I must relate an experience I had recently. I was traveling on a steamship, and had been on it for some days, quietly reading, had not spoken to many people and was taking a real vacation. Just as we were reaching our destination I took occasion to remark to a gentleman beside me that I was glad to get off as I wanted to get some information about the political situation. Congress had just acted on the McNary-Haugen Bill and I wanted to know what the country was saying. And this man, before I had gotten the words out of my mouth—this combination business man and lawyer—had called me a socialist, if I approved the McNary-Haugen measure.

I have an intelligence test I want to give to you. I have heard a lot about these different intelligence tests—the Binet-Simon, and others, but they do not mean much to me. I never got hold of the science of using them. And yet I have felt the need of an intelligence test and so I have developed this test of my own. It is very simple. If a man calls me a socialist because I believe in the McNary-Haugen Bill, or in Government ownership of waterworks, or social insurance, I classify him at the mental age of 11. If he calls me a communist for one of these reasons, he is classified at the age of 9; if he calls me a bolshevist, or uses the term bolshevist, in any connection, he is of the mental age of 7. Try it and see how it works.

After some sharp interchanges I said, "Well, how do you pretend to know anything when you don't read anything?" About that time another man joined the group and chipped into our argument. I said to them: "Neither one of you has

read a book on a modern economic or social problem in the last five years." They laughed. I retorted: "Name me a book you have read in five years on any social, political or economic problem." And after challenging for a long time no answer came. "All right," "You have not read any book. You cannot name a book that has been written in the last five years on any social, political or economic problem." When I found they could not even name a book that had been printed on any modern social, economic or political problem in the last five years I thought, being business men, they would certainly know about Ripley's "Main Street and Wall Street," which had just come out. It had been given probably the widest publicity of any similar book published in years. The President of the United States had advised every business man in the country to read it. All the papers and periodicals had discussed it. I do not know of any book that has been better advertised. And so I said: "Have you read Ripley's book?" Blank looks with silence. "You don't know who Ripley is?" When I told them he was professor of economics at Harvard, they laughed at the idea of reading a book by a professor of economics.

That incident illustrated to me that it is a fact that public men are not reading, business men are not reading, and professional men are not reading the books that deal with the social, or political or economic life of this country. There is Henry Ford, for instance, probably never has read a book, although I was told the other day that a gentleman calling on him on business found him struggling with a volume of Emerson. You get some idea from that where Henry gets his philosophy. When a man like Henry Ford, occupying the position he occupies goes to England and gives an interview to be published in the American papers, as well as the papers abroad, declaring that unemployment is not serious in the United States and that any man in the United States who really wanted a job could get it, I say something is radically wrong with his sources of information. Everybody knows unemployment has been a serious problem during 1928.

There is a broad field of needed education and while I do not charge librarians with the duty of educating the leaders of business directly, there is much they may be able to do in an indirect manner. It would be unwise to go to business men and tell them they had read no new books in the last five years. It would be true, but it would not be diplomatic. A college professor has certain immunities, which I appreciate greatly, but I do charge special librarians with the duty of assembling the kind of things that will enable men to understand the bigger and greater aspects of the economic order and international affairs, and bring quietly into the consciousness of as many as they can reach these things leaders of business and public affairs should know. I do charge special librarians with the responsibility of being a part of the adult educational system, of trying to bring more education to the leaders and to the rank and file of workers in the community.

I charge legislative librarians with the impossible task of educating the legislators. It cannot be done, because by the time a few of them are grounded in the elements of their work, they are gone and a new group is in. I have seen that happen in Indiana, when seventy-five per cent of the old men did not return at the beginning of a new session, and seventy-five per cent of the members were brand new at the work and had never seen anything in connection with a law or statute book, or anything connected with legislative procedure. But you legislative librarians must do the best you can to show these men what to look for and where it can be found. I charge the business librarians to strive to find and stir up some of the genius that exists among all orders in the business world. If they can do nothing else but stimulate the latent genius that does exist, if they can only open a door to a few of these so they might push through and try to achieve something, special librarians would deserve a halo. If they can discover the latent powers and the latent geniuses of rank and file as well as of leaders, they will do a wonderful work.

All through industry we should research, all through the realms of commerce and public affairs we should

research; to assemble certain facts not available elsewhere. But that cannot be our primary object. We should research for everything that will help improve business and social and economic conditions. We need to research to try to determine which way things are going and see whether we cannot be in advance of their going, whether we cannot be something of a factor in the guidance of events by the assembling of the best there is, for the guidance of executives and of all those men in the higher ranks of industry, commerce and public affairs who lead the march of progress.

And lastly, we should think very seriously in our research of the need for service for every type of man from the lowest to the highest in the ranks, for there is something somewhere that will help each.

As the sentiment which I read a moment ago puts it, there is a mass of literature (this having been said fifteen years ago is as true today, for we are even yet, just at the beginning) rich in inspiration and interest for almost every trade, and enough, if the library will only gather it and make it accessible, to bring a new era of efficiency.

I cannot tell you, friends of the Special Libraries Association, how much I appreciate coming here at your opening session. In spite of my absence from your councils, on account of being associated with other types of work which did not bring us together, there is no organization in America today with which my heart is so completely in accord as it is with this Association, and I have had the keenest pleasure in coming to you today. I thank you.

Uncle Sam and You

By Miss Ada L. Bush, in charge Special Inquiry Section, Domestic Commerce Division, Department of Commerce

I AM very glad to greet the members of the Special Libraries Association. It has been my pleasant experience to receive by mail the various business problems which some of you have addressed to the Bureau of Foreign and Domestic Commerce, and I can assume that you will want to know something more about what the Government can do for you through the Department of Commerce.

Whenever I am asked to describe Uncle Sam's facilities, which are available to every one, I am reminded of Delmas, the old colored janitor who asked the Superintendent of Buildings to write him a "commendation." In reply to a question as to whom this recommendation should be addressed, he promptly suggested "Jes 'dress it to whatevah wants dis heah concern."

It is said that somewhere in the City of Washington there is an expert on every conceivable subject. It is certainly true that there is a vast store of business information in our capital city and that

it has not always been easy for those not familiar with the various governmental and non-governmental bureaus to obtain this information. Prior to 1923 a large percentage of letters asking business questions were addressed more or less haphazardly to government departments with the request that they be forwarded to the proper bureau for attention. A business man visiting Washington could expect to travel endless miles, spend wasted days and ask countless questions in futile search for information which he knew existed somewhere.

Since 1923 steps have been taken in the Department of Commerce to establish a Special Inquiry Section for Domestic Trade, and this Special Inquiry Section logically functions as a clearing house for information on all commercial subjects. I mean to say that in this clearing house there is centered for you in the Department of Commerce all data relating to commerce compiled by the many departments and bureaus of the Government, as well as much avail-

able material gathered by non-governmental agencies.

To supplement the store of commercial information which is available in published form, there is constantly being gathered for dissemination through the Domestic Commerce Division of the Department of Commerce detailed reports from men engaged in all classes of business in the United States.

Business firms and trade associations cooperate with us by voluntarily contributing to our files information concerning their respective trade practices and methods of distribution. These reports from actual trade experience are briefed, correlated, analyzed and furnished upon request whenever they may have practical application.

A business question addressed to the Special Inquiry Section Domestic Commerce Division, Department of Commerce, or transmitted through one of our district offices located in principal cities throughout the United States will be answered from available published material plus information from our files of trade reports.

Those of you who receive questions from business within your respective communities can somewhat appreciate the scope of research involved in meeting demands on this government clearing house of business information.

You doubtless all have some picture which is your favorite. It may be one of the Madonnas. It may be the Peasant at the Well. It may be the picture called "Hope." Or it may be something else. I wish I might describe for you the picture which is my favorite. It is a picture which no one else in the world has even seen, and it is something which no one else can see as I see it. It is a mental picture—a vivid portrayal of one great big national question mark, made up of the thousands of questions that come pouring into the Department of Commerce from every section of the United States, asking about every conceivable phase of business. From the record of these trade questions we are able at any time to see the trend of the nation's query as it pertains to commercial subjects. We supply those facts which are available and record questions involving

data which have been wanted by many but have never yet been determined by actual survey. Our research work for publication is based on this recorded trend of the public's awakened and inquiring mind. This eliminates any possible guesswork as to the subjects we choose for study in the Department of Commerce.

This record of questions asked and answered is responsible for the fact that the Domestic Commerce Division's first publications were a series of studies on retail store problems. It is largely responsible for the series of regional market surveys; Atlas of Wholesale Grocery Territory; for our coöperating in the Experimental Distribution Census; for the book on Trade Association Activities; for the pamphlet on methods of Analyzing Wholesale Distribution Cost; and many others, among which might be mentioned our annual publication known as "Market Research Agencies," which is a bibliography of reported material compiled by all such agencies in the United States.

I shall be glad to have each of you take with you a copy of "Practical Aids for Domestic Commerce," which discusses in detail, more or less, the domestic commerce work of the entire bureau, including our research work in response to specific requests.

These trade questions which I am discussing range all the way from requests for extensive data in connection with market analysis in general, analyzing the domestic market possibilities for a specified product, price trends and business conditions of internal commerce to more or less simple questions which are of importance to the inquirer.

Our service is for you and for all interested in business within the United States, and the value of our service to you depends upon the extent to which you make use of what which is available.

You are therefore cordially invited to submit your problems to the Department of Commerce and to receive all that the Government has or can obtain with respect to your problem or the trade information which you request. I thank you.

The Special Library and Research

By Harold G. Moulton, President, The Brookings Institution,
Washington, D. C.

THIS is a Special Libraries Association, I take it, and the word special suggests a definition which I recently heard of a specialist. A specialist is one who concentrates more and more upon less and less. This is given in contrast to a dilettante, a dilettante being one who concentrates less and less upon more and more.

When it comes to library problems I am certainly a dilettante. My information is of the most cursory sort. I think I can classify as a statistician rather than a librarian or bibliographer, and so I am going to begin, as we economists always do, by giving you some statistics.

I think all of us who have today to deal with the problems of educational institutions are tremendously impressed with the enormous growth of publications. According to *The Publishers' Weekly*, there were 6,832 books published in the United States in 1926, and according to the Library of Congress there must have been 10,153 in 1927.

It is not merely this country's books we have to deal with, either, but there are the foreign countries also. For instance, Germany published in 1925 over 25,000 books, Great Britain, 13,595, and France and Japan, and other countries published great numbers. That is one year's output of a few of the more important countries, and we are more impressed, I think, with the magnitude of the general librarians' task in housing the material and making it usable for students of the great cities of the world having a million volumes or more. Baltimore, with five libraries, has 1,085,000, or an average of 1.48 volumes per capita. Berlin has 4,932,000, an average of 1.25 per capita. Boston has eight libraries with 2,115,000 volumes, 2.8 per capita in that center of culture. Chicago—you, of course, won't be surprised to find Chicago down on the list with eight libraries and 2,840,000 volumes, only 1 per capita, which no doubt accounts for many things in my native city.

The District of Columbia has sixteen libraries with about 4,000,000 volumes, has a per capita of 9.4. (I have read my portion of them.)

London, with 27 libraries, has 8,617,000 volumes, or only a little over 1.1 per capita. New York City has 24 libraries with 6,656,000 volumes, 1.1 per capita. Paris has 9,832,000 volumes, or an average of 3.296 per capita.

Philadelphia, curiously enough only a little ahead of Chicago, has 9 libraries, with 1,957,000 volumes, 1.08 per capita, as against 1.05 for Chicago.

Rome has 11 libraries, 2,000,000 volumes, an average of 2.7 per capita. Vienna has 8 libraries with 2,282,000 volumes.

Now I take it that the development of special libraries is largely the result of the fact that these great general libraries are intended to serve broad educational purposes and are in the nature of reference libraries.

The work of the special library is distinguished by the fact that it concentrates on some specific division of our social and economic problems, such as banking, insurance or transportation. In other words, the library is developed to meet certain specific requirements of an institution. It is further distinguished by the fact that the users are themselves specialists and their demands are more special and specific than the general library demands.

For these reasons the special library is more closely associated with its users, and because of this fact the greatest contribution it can make is to cooperate with research workers, and it thus becomes a fact-finding institution. Such an operation involves not only a collection of material, but the expert analysis of material and a sincere coöperation with the person requesting it. This raises your task to an entirely new level. I don't know just how far special libraries can go in this matter of fact-finding; but they have already moved a very considerable distance,

and it is possible they may really become research agencies.

However, there are great difficulties in making special libraries into general research agents. Facts are elusive things. Facts are worth something chiefly because of the problem to which they are related. The interpretation in the minds of the people who are beginning an analysis has a very important bearing on the facts that will be assembled and utilized.

It has sometimes been suggested that a great special library might serve as a great fact-finding agency. It cannot, however, do that at the present time, because of the very special training that is required in the assembling of facts.

Suppose a library is asked to ascertain the facts about the French budget situation. You will find in the financial publications what purport to be the facts. You will find that certain writers or newspaper men have made statements as to the situation. You will find other memoranda bearing on it. Are you sure that these really present the true situation? You cannot be sure until you know something about the way the French budget accounts are prepared. As a matter of fact, it took me, with several assistants, more than a year and a half of intensive study to find out whether the French budget deficit in 1925 was from 2,000,000,000 to 3,000,000,000, as suggested; or really 15,000,000,000 or 16,000,000,000 francs. Of course it made a vast difference whether it was fifteen billion francs or two billion.

That is a rather exaggerated illustration, but in most of the great economic and social questions before us, we cannot really say *this* is the truth about *this* situation until we make a very careful analysis, and such an analysis requires a very great deal of preliminary preparation and training.

As I would see it, the task of the special library is to furnish such material as is readily available, and secondly, to get contacts with agencies which are in a position to make intensive analyses of these problems. In other words, one of your sources of data are the scientific agencies, such as the National Bureau of Economic Research in New York, and such as the various institutes con-

cerned with social and religious problems. There are quite a number of these institutes (I won't go into the list) that are now concerned almost wholly with the research side of the job with which you are confronted.

Just a word about the resources that exist in Washington. Of course you are all aware, in a general way, that Washington is a great library center, with its Library of Congress and numerous special libraries. But in the six years I have been a research worker in the city of Washington I have been very greatly impressed with the numerous resources this city affords in connection with departmental libraries and semi-official agencies, such as the Interstate Commerce Commission, The Federal Trade Commission, the innumerable trade associations, the American Federation of Labor, the International Labor Office, etc. There are literally scores of agencies here in Washington which are assembling material in the form of books and pamphlets and special memoranda bearing upon the problems with which American business and the American people in general must deal. From the standpoint of the special librarian who, because of his connection with the business institution, is on the very firing line of social inquiry, the sources of material which this city affords are of the very greatest importance.

Books which bear upon economic, political and social questions get very quickly out of date. We have always to be developing new material and studies; and the materials for the answering of the questions which confront business men, congressmen, etc. from day to day are to be found in these new vital raw materials which the government departments, trade organizations, etc., are collecting.

If I may say just a word about the institution with which I am connected and its relationship to this problem: I think some of you know a little about the history of the Institute of Economics. It was created six years ago by the Carnegie Foundation of New York to study current economic problems.

The Brookings Institution is an amalgamation of the Institute for Government Research, organized in 1916, the Institute of Economics, organized in

1922, and the Robert Brookings Graduate School of Economics and Government, organized in 1924. The Brookings Institution will be devoted to public service through research and training in the humanistic sciences, and it will eventually cover the whole range of social studies.

The Institution will be housed in a fine memorial building, and provision is being made for a very fine working library. The Institution will not attempt to maintain a large reference library of historical books, but will specialize in the field of current economic, social, and political problems.

It is a part of our plan to make our home a headquarters for visiting scholars of the United States and other countries, and we will provide them working facilities while they are here.

I also want to take this opportunity to extend this same invitation to the librarians of the country, particularly to those special librarians whose interests are so close to the field in which we are working, to feel free to come to the Brookings Institution for such aid as we may be able to render.

I should perhaps say that this Brookings Institution has been created only

recently. It will take some time to develop it fully, but I am very glad to have this opportunity to tell you something of its plans.

In conclusion, I want to read just a word from the last number of *Commerce and Finance* with reference to the meeting this week. The writer of this article, I take it, is Mr. Theodore H. Price, for it sounds like his style:

"Tact, graciousness and consideration should be a part of the equipment of all librarians, but for special librarians these qualities are vitally essential. When the special researcher meets the special librarian it is a case of when Greek meets Greek. Tactfully but persuasively the special librarian leads the neophyte into correct ways of classification. The Key Man who is getting up statistics on the curve of demand for Angora goats makes quite a fuss when he is sent to the Milk Alcove, but he quickly learns that under Milk comes Condensed and Evaporated Milk, leading naturally to Canning and Canneries, then to Tin Cans, and easily and almost imperceptibly to Tin Cans, Disposition of, whence we get Goats, and the sub-head Angora, and there you are!"

Survey of Special Collections in American Libraries

By Dr. W. Dawson Johnston, Library of Congress

MR. ROCKEFELLER has made possible two undertakings by the Library of Congress,—the completion of the Union Catalogue and a survey of special collections in American libraries, and I am here this morning to speak briefly about the second. You will pardon me if I stick rather closely to my notes in order that I may be brief.

We are interested in enlisting in the national survey the assistance of the special librarian. That, I am sure, does not surprise you. We want him to tell us how we can make the survey of value to the special library as well as to the general library, and we want him to assist us in the collection of the informa-

tion of particular interest to the special librarian.

A word, first of all, in connection with the scope of the survey. In the report on special libraries made in 1912 our information was primarily historical in character. For example, of 98 separate headings in the Special Libraries Directory of 1925 only 51, that is 53%, are to be found in the 1912 report. That was partly, of course, because the Special Library Association was in 1912 only in its infancy; it was a lusty infant, but its influence had not yet been felt, and the information collected in that report was therefore primarily historical.

In this new survey of special libraries,

our aim is to collect not only information of historical character but information of practical value, not only to us but to you.

What should be the relation of this survey to that which you have made? It is not to be a directory of special libraries, but of special collections, whether located in general libraries, in special libraries or in any other class of library. Our aim is, therefore, to supplement the special libraries directory, not to take the place of it; our aim is to supplement the Handbook of commercial information services, and to supplement the report made by the National Research Council on Industrial Research Laboratories of the United States.

Let me emphasize also that it is not to take the place of local surveys. It cannot take the place of surveys like those of New York City, of Washington, Boston, Philadelphia, Los Angeles, etc. In other words, we can record only collections of a general or national character. There are many collections of local value which only a local survey can record and report upon.

In the first place, then, with regard to the survey, the scope of the survey is to be national in character, rather than special or local.

In the second place, it should relate to the collections in public or semi-public institutions and business houses. An institution or business house which announces that its library is for members only or for company use only cannot obviously be included. I am tempted to say that ordinarily it is not worth including. In the research work in which we have been engaged, for example, I found one library in a Ohio city which reported that it was for the use of members only. I found upon inquiry that the library was in boxes.

What use is there in calling attention or giving publicity to a collection of that kind?

Nor can material in any institution or business house which is of a confidential character be recorded. You, of course, are familiar with a great deal of material of that character.

But aside from this material, all material of importance to the serious

investigator should be placed at his service if it is not elsewhere available.

I realize that there I raise a debatable question. I do it for your consideration. How far the technical or business library should be placed at the service of the investigator is, however, a problem for business directors to decide upon, with the advice of the assistants in charge of these libraries.

One other point with regard to the scope of the inquiry,—that is as to the material which should be included. It is not sufficient, is it, to confine our task to book collections? Pamphlets and clippings must also be included, and here let me say that it is not their number that is significant, but the number of sources of information which they represent. Are the pamphlets or either materials American in character, or do they represent a wider field of experience? Again, it is not the number of clippings from periodicals, but the number of periodicals clipped, it seems to me, that is significant.

One should be a little skeptical, of course, as to the use of statistics in such a report as this, but if you will go over the returns from libraries, you will see how ghostly seem those returns which lack these figures.

That is enough, considering the time, with regard to the scope of the inquiry. It is to be national in character; it is to be limited to collections of a public or semi-public character; and it is to include not only book collections but other sources of information.

With regard to the method of collecting material: We have issued our general announcement or questionnaire. We sent out in connection with this clipping from Dr. Richardson's index to special collections described in the 1912 bulletin, the American Library Directory, the Special Libraries Directory, and other sources of information. This information secured in response to these questionnaires has been supplemented by information received in answer to specific questions. It will be added to by the visitation of libraries also.

Some consultation with specialists will also be necessary in evaluating the returns and in putting the information into final form.

The importance of the questionnaire cannot be over-estimated. For this reason I would like to say one or two words about it.

It is insufficient from our point of view to say that the library has several thousand volumes on this or that subject. If it has more than one thousand volumes on almost any subject we ought to be informed what there is in it. The same is true with regard to pamphlets and clippings. What period or what geographical area do they cover?

One library sends in information with regard to its collections on light and power and doesn't say how much it has; it says it has a great deal of material. From our point of view, we need at least two headings—lighting and power, and the second should be still more exactly defined as electric power, if electric power is meant. I say this out of the depths of a profound ignorance of technical subjects, simply to illustrate our point of view. These are questions which must be settled by specialists.

That, is why, in drawing up the questionnaire we must seek first of all, the advice of the specialist, preferably the special librarian, because the special librarian is in a position to know better than the specialist, and certainly better than the general librarian about the literature of these subjects.

In order to get the best results the question uppermost in my mind is should there be special questionnaires for each specific group of subjects, supplementary to the general questionnaire.

With a view to answering some of these questions with regard to scope and method may I raise the question whether the Association cannot well express its appreciation of the importance of this survey by taking some active part in carrying it on and making its results of greater value, not only to the library of Congress and other general libraries, but to special libraries as well.

I thank you, Mr. President.

Executive Board

The second Executive Board meeting was held on August 21, 1928 at the National Automobile Chamber of Commerce, New York City.

The following appointments were made: Miss Grace D. Aikenhead, Chairman, Committee on Continuation Reading; Miss Rebecca B. Rankin, Chairman, Committee on Training for Librarianship; Miss Marion Bowman, Chairman, Committee on Methods; Miss Elsie Rachstraw, Chairman, Committee on Co-operation with the Library of Congress, such committee to collaborate on the Survey of Special Collections; Mr. Dorsey W. Hyde, Jr., Chairman, Committee on Co-operation with the Chamber of Commerce of the United States and Miss Linda Morley in place of Miss Rankin, as Chairman, Committee on Publications.

Inasmuch as Miss Leonore Tafel could not serve as Chairman of the Committee on Membership, President Cady was authorized to fill the vacancy. Miss Rose Vormelker consented to act

as Secretary for the ensuing year and was reappointed.

It was recommended that the Newspaper Group form a News Committee to give S. L. A. publicity in various publications interested in the activities of various branches of Association, such Committee to be also the News Committee for the next convention.

The Petition for certain persons for the formation of a Civil Social Group was granted.

The President requested opinions regarding the advisability of forming a Council for the S. L. A., such council to be composed of president of local association and chairmen of groups, each with voting power to deal with all matter affecting groups and local associations.

Reports of the Commercial-Technical Group and the Exhibit Committee were accepted.

A vote of thanks was extended to the National Automobile Chamber of Commerce for the use of the Directors Room of the Chamber.

Editorial Board

EDITOR, Herbert O. Brigham, State Library, Providence, R. I.

Associate Editors

William Alcott, Boston Globe; D. N. Handy, Insurance Library Association of Boston; M. E. Pellett, Librarian, Port of New York Authority.

Department Editors

Charlotte L. Carmody, Department of Commerce Library, Washington, D. C.
Ethel Cleland, Business Branch, Public Library, Indianapolis, Ind.
Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.
Mary C. Parker, Federal Reserve Bank, New York City.
Rebecca B. Rankin, Municipal Reference Library, New York City.
Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.
A. A. Slobod, General Electric Co., Schenectady, N. Y.

New Executive Board

President—Francis E. Cady, Research Laboratory, Nela Park, Cleveland, Ohio.
1st Vice-President—Ethel Cleland, Business Branch, Indianapolis Public Library, Indianapolis, Ind.
2nd Vice-President—Angus Fletcher, British Library of Information, New York, N. Y.
Secretary—Rose L. Vormelker, Public Library, Cleveland, Ohio.
Treasurer—Elizabeth Baxter, Haskins & Sells, New York, N. Y.
Board Members—Joseph Kwapil, Public Ledger, Philadelphia, Pa.; Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.

Magazine Copy

The Editor offers apologies for failure to reproduce in print the many items of interest that come to his Desk from day to day. Some of the contributions find their way into the various Departments, others of greater length are held for an opportunity to insert in some issue of the magazine and other material is condensed or abstracted in news notes for Events and Publications. Dearth of news matter for our particular field has never been evident. Books of importance await review, events of value in the foreign field are held for comment and always at this season of the year the vast by-products of the convention, proceedings of the general sessions and the group, are held for consideration. As President Cady has stated, we need a larger magazine and with it, increased advertising. If you do not patronize our advertisers, they fail to see adequate results and refuse to renew yearly contracts. We advertise books of importance, but cannot trace sales so that publishers can determine value of expenditure.

Please do your part to aid the editor by telling the advertisers that you observed their ads in SPECIAL LIBRARIES.

Civil-Social Group

A Civic-Social Group is in process of organization. Persons representing state and municipal reference libraries, welfare organizations, chambers of commerce and certain federal librarians found themselves unattached to any group, unless by chance some part of their activity bore some relation to an existing group.

Several persons interested in civic and social problems met at the Washington conference and formulated a petition which was duly presented to the Executive Board at the August meeting. The Board authorized the formation of the Group and anyone interested in joining this subdivision of S. L. A. should communicate with Miss Ina Clement, Municipal Reference Library, New York City. Miss Clement is acting as temporary chairman, pending formal organization.

Public Affairs Information Service

By Rollin A. Sawyer, Chief of the Economics Division, New York
Public Library

IT is fitting, as our Chairman has told you, that we should discuss the Public Affairs Information Service because the Special Libraries Association, or the special librarians, were originally responsible for the enterprise and the first report that the P. A. I. S. ever made was to the Special Libraries Association. I am very happy to come back and bring you a report on publication, even though your Program Committee has christened me "Rollo," a name I associate with a particularly annoying type of juvenile book.

The idea of the Public Affairs Information Service originated with Dr. Lapp, at that time the head of the Bureau of Legislative Information at Indianapolis. Just at that time the legislative and municipal library movement was getting under way and in the hands of very enterprising, competent librarians, and they saw there was need for some bibliographical aid in their work. Each library was, and still is, compiling reports, making digests, etc., these generally being in typewritten form only. The original purpose of the P. A. I. S. was to provide a central clearing house for these typewritten reports.

Other reasons for the Index were that there was no index especially suitable for legislative and municipal library work, the existing indexes did not and do not particularly help in that kind of reference work. In public documents, particularly, there was no index to municipal documents, and no weekly index even for state and federal documents. Excepting Great Britain there is even now no satisfactory bibliography of foreign governments documents. Yet all these may be of interest—all of them—to legislative and municipal libraries.

As a result of this need, an organization was formed in 1913, and an informal session was held which selected a publication committee and put the matter in the hands of Dr. Lapp. Then began the publication of a mimeographed sheet, which was continued for about a year and a half.

That at once gave rise to the necessity for cumulation, but they were not able to undertake the work of compiling this and an arrangement was made with the W. H. Wilson Company, the natural place to go for that sort of work, by which the publication was taken over by that company, but did not become its

property. The Publication Committee was still responsible for the publication, but the editorial work was done at the Wilson Company's office, and the Wilson Company undertook the financial management. They charged for printing and 10% of the gross business for administrative expenses.

The immediate result was that we did get a printed cumulated bulletin, and it is no reflection on the Wilson Company or the Advisory Committee to say the arrangement was not satisfactory. It was the best they could make at that time. But of course it immediately became associated with the publisher of well-known indexes and lost its identity to a certain extent, and that was unfortunate, because it was and still is a library enterprise with no commercial purpose whatever.

It is impossible, however, to convince people that a bulletin published by a well known company is not a publication of that company, especially when all the bills are sent out on their billheads. Even today I can send out a bill for the P. A. I. S. and the check will be sent to the Wilson Company, as it was in the beginning.

Another disadvantage of that arrangement was that the Wilson Company was not engaged in collecting the material we wanted in this index and the editorial staff had to spend much time in collecting material. Also, it could not be expected that a corporation busy with its own affairs would be very energetic about pushing somebody else's business. The result was it was not financially successful and for the first five or six years of its existence we had a deficit every year. If we had had to stop the publication the subscribers would not have been able to recover the unexpired balance of their subscriptions.

When Dr. Williamson returned to the New York Public Library in 1918 as the Chief of the Economics Division he was at the time on the advisory committee of the P. A. I. S. and he conceived the idea of moving P. A. I. S. to the Economics Division and broadening the scope of the work. That was done and the result immediately was to place the editorial staff in touch with the daily accessions of the library.

It should be clearly understood that in this move the New York Public Library became in no

way responsible for the publication. Merely as one member of the rather informal association which publishes this bulletin, it provides free the office space of the working staff and permits the editor to go to its Acquisition Division each day and take anything in the mail that may be useful.

Another great advantage, of course, was that, though we did not stop soliciting material, we do not have to solicit nearly as much as we did at the Wilson Company. That has incidentally saved the services of at least two members of the staff, and the result has been reflected in the financial condition.

The next great benefit of this arrangement was that it gave the Chairman of the Advisory Committee more close supervision of the finances, and when about two years later the Wilson Company intimated they did not want to undertake the management of the Bulletin any longer, I took it all over myself, and that of course saved us the commission we paid them and it also gave me close supervision over the somewhat precarious finances of the paper that we needed. The result has been fortunately (but not boastfully, because I was not responsible) that it put into my hands a closer supervision of the finances and made it cheaper to run the Bulletin.

As a result, we have been able to run it at a slight profit, though we do not try to make money. We have wiped out a deficit of \$3,000, and last autumn had a surplus of about \$6,500 out of a business of \$15,000 a year, so that our surplus is now approaching a respectable size.

Now the content of the Bulletin has been altered a good deal since our original scheme. As I indicated, it was originally published for the use of certain special libraries. Since we moved the publication to the New York Public Library it has really become a general index to all economic and sociological subjects, without regard to a particular type of library. The intention is to put into the weekly bulletin anything which appears to us to be either immediately useful or permanently valuable wherever published, provided it is in English, and in whatever form it appears. In the last annual cumulation there were indexed articles in approximately 1,000 periodicals. There were thousands of books, pamphlets, government and municipal documents of all kinds, and those typewritten compilations which I spoke of as the original cause of the publication.

Of course it has been very hard to keep up the cooperative feature of the bulletin. It is pretty easy for librarians to forget about that.

The Library of Congress, the Wisconsin Legislative Library, and others send us all the typewritten compilations for which they are responsible, and we make copies and list them in our bulletin and sell them in surprisingly large quantities.

Mr. Slade sends me from the Library of Congress copies of all his typewritten bibliographies, and 10 or 15 bibliographers and libraries throughout the country give me blanket orders for all received. When we cannot copy by typewriting, we copy by photostat, and sell the data for what it costs.

Another thing we do is index legislation.

That is what we cover. It is inevitable, of course, that work being done in a certain library reflects the tone of that library. Subject heading, contents, the whole work must naturally reflect my attitude since it is done under my supervision. Our subject headings are practically those which we use in the public library, though we do try to be somewhat more specific than in the library catalog, because the bulletin is much less extensive.

Practically all the large libraries are subscribers for the bulletin. We have subscribers in many foreign countries. We have been able to secure the cooperation of many commercial libraries, though that must be taken with some qualifications. Occasionally one of these libraries has cancelled its subscription. Hoping to get some indication of what we were lacking, I have written them and I have not had very disappointing replies. They usually say (whether only to be polite or not) because they had to save some money.

Every reference librarian knows the hopeless sensation of getting thousands of books and never having just the information he wants on a certain subject. P. A. I. S. is intended to help fill that gap. How successfully it has done that you perhaps are better able to judge. Therefore I would like to hear from you as to what you would like. I am not here to defend the publication. It has but one purpose—to be useful. If there is anything we can put in that will make it more helpful to you I want to know about it.

As you probably all know, there are the weekly bulletin, four unbound cumulations, and the annual, which comes in bound form.

VOICE FROM THE FLOOR: Will you please quote rates.

MR. SAWYER: When the association was first started each member agreed to pay \$100 a year and that rate has not been changed. Anybody wanting the complete bulletin must pay \$100. However, there are not enough subscribers at that rate (there never have been

yet, at least) to pay the cost of publication, so that we also sell the cumulated editions only, of which there are 5 each year, from \$12.50 to \$50. People say that is not democratic. I consider if we charge the same price to everybody, we would either have to stop, or all would have to pay more than now for the complete service. So we charge varying rates, for the cumulations according to the income of the library. That gets results and works no hardship. To commercial libraries we charge the full rate, \$50 ordinarily, unless there is some exceptionally good reason, when the Publication Committee is willing to take the matter under advisement, and if there is a good reason, if one is interested in only a very small subject we sell the publication for a reduction, but ordinarily we make no reduction to commercial libraries. The annual cumulation alone is \$15.

MISS RANKIN: I am particularly interested in cooperating more closely with P. A. I. S. in this way. Mr. Sawyer did not ask your aid. I do. For instance, in my own work, when we compile a bibliography at the direct request of some clientele, if it has to be typewritten it is sent to the P. A. I. S. and it is listed in their weekly bulletin. You all see it and if you find it would be useful to you you order it and get it for 25 to 75 cents, depending on the cost of photostating. That is a small sum. If all our commercial libraries, even if you are not members of the P. A. I. S., if you do not subscribe, if you would send in the results of your good research work and let P. A. I. S. have the advantage of that, it would be advantageous to

us as an association, as well as an advantage to us as a library, and it would not cost you a cent. All you need to do is to send it to P. A. I. S. and then they will list and reproduce according to their orders. Why don't you let the world know what you are doing. Of course, if it is competitive and it must be kept in your own business, don't send it to P. A. I. S., but anything that is not letting out business secrets, would be a great advantage to P. A. I. S. and all of us, so it seems that is one way we can help P. A. I. S. and it is our duty to do so.

Another thing is subject headings. P. A. I. S. has no way of knowing what subject headings you use, so where we can help is in letting P. A. I. S. know what subjects we have used. With that in mind, I wrote to a number of special libraries to get an idea of what they were doing. At the same time Miss Vormelker was also working on a similar idea through her group and she has given me the result of the decisions they arrived at.

May we have individual opinions as to the subheads that are used in P. A. I. S. We still have fifteen minutes. Will any one volunteer a suggestion as to subject headings?

VOICE: Some years ago there used to be a special number devoted to governors' messages. That was given up. We found it extremely useful. Would there be any possibility of it being resumed?

MR. SAWYER: That was given up because the same information appeared in the Bulletin and we never got enough orders to pay for it. It cost about \$200 to put that out and we could get only ten or twelve orders.

Treasurer's Report, 1927-28

Total Receipts

| | |
|------------------------------------|------------|
| Balance on hand | \$1,280.86 |
| Back dues | 960 25 |
| Current dues | 3,967.10 |
| Advertising | 1,079.04 |
| S. L. Directory | 127 80 |
| Miscellaneous publications | 173.88 |
| Miscellaneous receipts | 50 55 |
| Interest | 16.96 |
| | <hr/> |
| | \$7,656.44 |

Total Disbursements

| | |
|-------------------------------------|------------|
| Budgets, Locals, etc. | \$340 95 |
| Printing magazine and bulletins . . | 2,702 09 |
| Printing supplies | 104.75 |
| Travel and Convention | 103.73 |
| Personal Services | 1,035 50 |
| Membership | 151.25 |
| Office supplies | 161.12 |
| Miscellaneous | 84.12 |
| | <hr/> |
| | \$4,683.51 |
| Total Receipts | \$7,656.44 |
| Total Disbursements | 4,683.51 |
| | <hr/> |
| Balance | \$2,972.93 |

Secretary's Report, 1927-28

Through the General Office in Providence it is possible to give you the following statistics concerning our membership:

On May 15, 1927 we had
27 INSTITUTIONAL; 524 INDIVIDUAL SUBSCRIPTIONS; 15 ASSOCIATE.

On May 13, 1928 we had:
102 INSTITUTIONAL; 614 INDIVIDUAL SUBSCRIPTIONS; 193 ASSOCIATE.

Thus the year May-1927 to May-1928 has brought to the Association 75 new INSTITUTIONAL members; 134 new INDIVIDUAL members, this figure including also lapsed memberships which have been renewed through the efforts of the Membership Committee and 193 known ASSOCIATE members.

The last mentioned class of members will be considerably greater when all the data is at hand inasmuch as there are no New York names included except those who have paid Associate dues. This is true also of San Francisco and the Illinois chapter and many of the Boston group are now counted among the unpaid Associates.

MEMBERSHIP BY STATE

| | Paid \$5 | Paid \$1 | Unpaid \$5 | Unpaid \$1 |
|--------|----------|----------|------------|------------|
| Calif. | 42 | 15 | 8 | |
| Colo. | 5 | | | |
| Conn. | 15 | | 1 | |
| Del. | 5 | | | |
| D. C. | 16 | | 13 | 2 |
| Ga. | 4 | | | |
| Idaho | 1 | | | |
| Ill. | 43 | | | |
| | | 2 | 10 | |
| Ind. | 13 | 1 | 5 | |
| Ia. | 8 | | 1 | |
| Kan. | 3 | | 1 | |
| Ky. | 2 | | | |
| La. | 1 | | | |
| Me. | 3 | | | |
| Md. | 5 | | 1 | |
| Mass. | 39 | 90 | 3 | |
| Mich. | 17 | | 3 | |
| Minn. | 6 | | | |
| Mo. | 11 | | 1 | |
| Mont. | 1 | | | |
| Neb. | 4 | | | |
| N. H. | 3 | | 2 | |
| N. J. | 17 | 2 | 9 | 1 |
| N. Y. | 65 | 46 | 34 | |
| N. C. | 2 | | | |
| N. D. | | | 1 | |
| Ohio | 31 | 11 | 7 | 2 |
| Okla. | 2 | | | |

| | | | | |
|---------|-----|-----|-----|----|
| Oregon | 6 | | | |
| Penna. | 45 | 6 | 3 | 7 |
| R. I. | 3 | | 1 | |
| Tenn. | 5 | | 1 | |
| Tex. | 3 | | | |
| Utah | 1 | | | |
| Vt. | 3 | | | |
| Va. | 4 | | 1 | |
| Wash. | 6 | | 2 | |
| Wis. | 10 | 7 | 1 | |
| Wyo. | 1 | | 1 | |
| Ala. | | | 1 | |
| Foreign | | | | |
| and | | | | |
| Canada | 43 | 1 | 14 | |
| | 494 | | | |
| | | 181 | 120 | 12 |

Resignations 44 \$5 payments.

All the work concerning the mailing list and filling of orders for publications, sending bills for dues has been done in Providence.

That has left for the Secretary general requests concerning specific and general library problems, hotel invitations, and the usual work connected with the convention.

One of the most interesting events of the year was initiated by the American Association of Book Publishers. As a sales promotion effort for the use of more business books, they sent a letter to 1,500 firms without libraries, calling attention to the use of collections of such books and offered their services and those of other associations to anyone interested.

Seventeen firms who responded with requests for further information were referred to Special Libraries Association. We wrote to each of these giving them information concerning Special Libraries Association, its aims and purposes, and volunteering its services through our Groups, Committees, and Local Associations.

Most of the responses from these letters were for lists of books all of which were referred to the Group concerned.

The other most interesting phase of the work has been requests for literature on organizing business libraries.

For such requests a bibliography was prepared and a package library accumulated, which has been going out "on loan" and is at present in the office of the Vice-President of the Young Business Men's Association of Little Rock, Arkansas.

As a result of the American Library Association meeting in Chicago, in December, where the resolution to establish a business section

of the American Library Association was laid on the table, the following resolution was adopted at the last Executive Board meeting of the Special Libraries Association:

Resolved—That S. L. A. undertakes to co-operate with A. L. A.

1—In holding round table conferences, or in assisting and attending round table conferences, on business or special library matters, when held by A. L. A.

2—In undertaking to organize round tables for Special Librarians' interests at such A. L. A. conferences as do not make provision for such a feature (such as at the N. E. Association at Portland, Me.) whenever desired.

FUTURE WORK

Our crying need is for lists of books. As practically each request is for a very specific subject it is not possible to say that any one is needed more than others with one exception. That is a model business library covering business management in general. Rather the need is to organize our machinery so that lists may be compiled by the specialists among our membership and sent to the inquirer in the shortest possible time.

Another service to be developed is to firms and individuals seeking information on the organization of industrial libraries.

The very pertinent questions they have asked are:—

1. How much does it cost
 - a How much for books
 - b How much for librarian
 - c How much for assistants

2. How many assistants needed
3. Where may they get lists of books needed
4. What equipment is needed
5. How much space is needed
6. Whom and how will library serve

You can readily see from these questions that they give suggestions for weighty tomes, and it may be said that they are impractical to answer because each case is individual.

Yet the very meager attempt that has been made to assemble such pamphlets as Dana's *Use of Print*, Krause's *Better Business Libraries*, Miss Margaret Reynold's article on Books for a bank library, etc., and to prepare bibliographies on organizing such libraries, have brought letters of sincere appreciation from the persons to whom they were sent.

Finally, the National Association will be strengthened by more and better local associations. Local associations will develop when there are definite and helpful programs planned.

An effort was made to find out what type of program had been successful in the better-established locals, in order that specific suggestions might be made to new and struggling locals.

Most of this material has been received and will be referred to the new secretary.

ROSE L. VORMELKER,
Secretary-Treasurer.

Executive Officer's Report, 1927-8

The work of the General Office, since its inception in September, 1927, has been largely devoted to the check-up of the membership records. Owing to the previous handicap of Treasurer's lists in one place and the mailing lists in another there were many discrepancies and inaccuracies, all of which have not even yet been located and corrected.

During the present year we have rendered bills at the first of the year to our entire membership. On May first we issued a second set of bills to all those who had not responded to the first. The results have been most gratifying and have proven the desire of the majority of our members to keep their dues paid up to date.

The rendering of bills at regular intervals has also helped to determine which members are

desirous of resigning. Last September the Executive Officer culled from the files all those who had not paid dues since Dec. 1925. In the majority of these there was no response to bills and their names were removed from the mailing list for SPECIAL LIBRARIES. It seemed desirable to eliminate the dead wood and to have our mailing list cover only those who are actively interested in the Association.

In this connection it should be noted, however, that the lists were full of inaccuracies in listing payments and much irritation was caused by the receipt of bills for dues already paid. This was entirely understandable and very regrettable to the Executive Officer but was inevitable until we could verify the data at hand.

In addition to the routine of membership

there has also been work in connection with the campaign of the Membership Committee, billing of those whose dues did not accompany their acceptance and the carding and mailing of back numbers of SPECIAL LIBRARIES and ordering of stencils for the new members.

In connection with SPECIAL LIBRARIES much of the editing and almost all of the supervision through the printing process has been the work of the Executive Officer. Besides this we have addressed all the envelopes for each mailing, using the new addressograph for the purpose.

All of the advertising billing and checking up and all of the filling of orders for publications has been in the General Office.

We have also had sent to us the entire back stock of SPECIAL LIBRARIES and all of our other publications and this vast material has had to be tied up and housed in storage room, no small undertaking in itself.

The correspondence of the General Office is growing heavier each day and would doubtless

have been much heavier if the Executive Officer were able to reply promptly to each correspondent. With permanent clerical help all of the work outlined could have been covered promptly, but with one person endeavoring to keep it all up to date it has meant completing all that was humanly possible of the most pressing task and then taking up the next most important item.

We started an index for Volume 18 of SPECIAL LIBRARIES. This is still set up in first galley form and is the first task of the General Office after the Convention.

We are planning a dictionary catalog and a Group catalog. These have been started but we found that we had need of so much information before they could be completed that we wish to issue a questionnaire in order to avoid duplication of effort.

MARY H. BRIGHAM,
Executive Officer.

Editor of Special Libraries Report, 1927-28

The editor herewith submits his report for the eleven months which have intervened since the previous meeting. During that period ten numbers of the magazine have been issued and as most of our readers are familiar with the publication it is unnecessary to describe in detail these various issues.

The editor has found it more difficult than usual to carry on the functions of the editorship, due to the exacting duties of his official position which yearly grow more onerous. In this juncture Mr. Handy and Mr. Alcott, associate editors, prepared for publication the midsummer number and the September issue, both of which contained the reports of the Toronto conference. The October issue was sponsored by the Financial Group and contained the first message from the General Office signed by the Executive Officer. The November issue was prepared in large part by Mrs. Brigham and the December issue devoted to newspaper libraries was prepared by the Newspaper Group under the leadership of associate editor Alcott. Mrs. Brigham assumed the publication of the January number and the February issue devoted to Pittsburgh was compiled under the supervision of the Pittsburgh Special Libraries Association. March brought to us a group of miscellaneous articles from various sources and in April Mr. Handy edited the Life Insurance number which also contained preliminary announcements of the

Washington conference. The current number just off the press dated May-June is the Washington number with Miss Elizabeth O. Cullen as special editor.

This rapid sketch scarcely enumerates the great amount of help which came to the editor from various directions, but the concentration of all the activities of the Association in one place has been of considerable help in developing the magazine. We are now printing SPECIAL LIBRARIES in Providence and while in many ways we miss the contact with the H. W. Wilson Company, the accessibility of the printing plant is of considerable advantage in preparing copy, especially in the matter of quick proofreading and examination of the magazine during the processes of printing.

The editor has also acted as business manager and has carried on extensive correspondence with prospective advertisers throughout the country. He has also made personal calls in the cities of Boston and New York and has kept in close touch with the advertising departments of the publishers and library supply houses. The necessity of abandoning all outside work during the session of the legislature seriously affects the advertising in the winter months, but there has been a marked revival in the amount of advertising copy in the spring issues and it is anticipated that there will be ample advertising copy in the forthcoming

issues of the magazine. There has been a marked increase in amount of advertising per annum but a slight decrease in outstanding contracts as many advertisers prefer to select space from time to time rather than commit themselves to a fixed annual budget.

The plan suggested by the editor to book publishers to use space in the magazine in small blocks has met with a fair degree of success, but there has not been sufficient evidence of support on the part of subscribers to warrant the advertisement of books in this manner by the book publishers, and the editor would be gratified if the purchaser of books would indicate to the publisher the fact that the advertising columns of SPECIAL LIBRARIES are used in the selection of books. We are planning notable changes in the book publishing copy and trust that our next annual report will show satisfactory results. The editor again suggests the necessity of securing a suitable representative in the city of New York to confer with advertisers and to assist the editor in obtaining advertising copy from that important center.

The department editors have been of great assistance in developing the various portions of the magazine assigned to their special charge and during the coming year we anticipate a few

notable changes in the departments, including new departments, the details of which will be announced in a forthcoming issue of SPECIAL LIBRARIES.

The classification of membership lists has been of great help in reorganizing the mailing list for SPECIAL LIBRARIES. The mailing envelopes are now prepared at the General Office and every stencil is carefully scanned. Errors are being fast eliminated and non-receipt of magazines or other details concerning subscriptions or membership should be brought to the attention of the General Office.

The editor would be gratified if the readers of the magazine would offer suggestions or comments concerning the conduct of the magazine. It is the only way in which we can judge the appeal of the magazine to our readers and while during the past year many items of importance were omitted from the magazine, due to crowded columns and other causes beyond the control of the editor, yet SPECIAL LIBRARIES has a real place among the library periodicals of the country and we can only prepare a better magazine by thus receiving help and counsel from the members of the Association.

HERBERT O. BRIGHAM,
Editor.

Advertising, Old and New

The New York Public Library opened on Monday, July 23, 1928, in its main building on Fifth Avenue, a most interesting exhibition of "Advertising Old and New." It has arranged to show the contrast between early American advertising text and composition and the methods in use to-day.

The first American newspaper advertisement (1704) is shown as well as the first separately printed advertisement, the first half-page, first full page and first ornamental border. Typical pages are displayed to show the change in subject matter and method of treatment from the eighteenth century to the present.

Modern advertisements, the gift of the American Association of Advertising Agencies, are shown in classified groups, including food, clothing, drugs and cosmetics, household furnishings, building, real estate, travel, machinery, etc. In each case an eighteenth-century handbill of similar subject is shown by way of contrast. A selection of the Harvard Awards for 1928, established by Mr. Edward W. Bok for the encouragement of beautiful and appropriate advertising, is also shown.

The old advertisements are particularly

interesting. The simple and attractive arrangements of the fine old Caslon types of the eighteenth century are shown in contrast with the crowded and jumbled set-ups of the period of the Philadelphia Centennial. These are followed by the artistic color work and beautiful type arrangements of today. The earliest known American newspaper advertisements, which appeared in the Boston News Letter of May 1, 1704, are quaint announcements of property lost, stolen or for sale. During the eighteenth century there are many slaves and indentured servants on the market. Rewards are offered for the return of runaway slaves, apprentices and live stock. Every variety of merchandise is for sale, from an ivory fan to a saw mill; and real estate is frequently advertised, from building lots on Wall Street to George Washington's 30,000 acres of land in Ohio. The later newspapers trace the change in fashions and the trend of business from the days of snuff taking, the age of the hoop-skirt and the bustle, of full beards, plush albums and groups of Rogers statuary, down to the Spanish War period with its tandem bicycles, early phonographs and pictures of Admiral Dewey.

Associations, 1927-28

Through some mischance the report from the San Francisco Chapter has not been received by the Editor. This item will be printed in a later issue.

Boston

The past year has been marked by a large attendance at meetings, a disposition to pull together while accepting individual responsibility, and a willingness to make constructive suggestions for association policies.

Seven meetings have been held, with one more to follow immediately after the S. L. A. and A. L. A. conventions. With one exception these have been evening meetings preceded by supper in some nearby restaurant. One of the high points of the year was a talk by Mr. Cady, in November, in which he discussed at some length the relationship of the national association to the locals and indicated the chief ways in which they can benefit each other.

The October meeting, held in the new Harvard University Fogg Museum of Art, with supper in the Harvard Union, and with the director of the Museum and the director of the Boston Public Library as speakers drew an attendance of 130, easily the record for the local association, meeting alone. The February meeting was held jointly with the Massachusetts Library Club in the Baker Library of the Harvard Business School, followed by a complete tour of the new building.

Recent meetings have tended more toward the practical side with consideration of such matters as discarded material, the union catalogue, and library problems illustrated by the experience of a particular library. The suggestion of an entire meeting on pamphlets next fall met an enthusiastic response.

Our Membership Committee reports 43 new members as follows: Institutional 4, Active 7, Associate 32. This committee has cooperated closely with Mr. Armistead of the national committee. The total membership of the local association is now 237.

Under the supervision of the Education Committee a class in library methods was again taught by Miss Loraine A. Sullivan. Fourteen lessons were given, with practice work, most of the time being devoted to cataloguing. Thirteen people took the course.

The Registration Committee has 43 on the active list, of whom 21 have registered since September. Six positions have been filled during the year.

Notices of our meetings have been sent by the News Committee to

Special Libraries

Library Journal

Libraries

Massachusetts Library Club Bulletin

Boston Transcript, Librarian's column.

Through the various newspaper librarians occasional publicity has appeared in the Boston dailies.

The Methods Committee, which is making a separate report to this convention, had charge of part of our March meeting and is planning a more ambitious program for next season. The Hospitality Committee has functioned particularly in connection with the suppers preceding the regular meetings.

To make our Union Catalogue, or "Community Catalogue" as we call it, a more effective clearing house of information considerable work has been done in recent months. Upon the initiative of a small group of members who meet informally for weekly luncheons, a partial survey has been made to revise and supplement the information contained in our local Directory of Special Libraries. A special committee of which Miss Eaton, the custodian of the catalogue, is chairman, has taken over the work of consolidating this additional information. The committee is also making a special effort to secure from both large and small libraries their lists of periodicals received. At the last Association meeting action was taken toward the early publication of a revised local directory.

Another special committee on the revision of our constitution and by-laws to bring them into harmony with the new status of affiliation has been continued until next fall, pending expected action by S. L. A. at this convention.

In closing let me quote from the minutes of our meeting of April 23rd.

"A letter from Mr. Alcott suggesting that S. L. A. be invited to meet in Boston during the tercentenary celebration in 1930 was read by the Secretary, and on motion of Mr. Lee, duly seconded, it was voted that Special Libraries Association of Boston invite Special Libraries Association to hold its annual convention in Boston in 1930, and that the invitation be extended by the President when making his report at the Washington meeting."

HOWARD L. STEBBINS,

President.

Cleveland

The second season of the Cleveland Chapter offers no spectacular achievement but does show a steady progress.

There have been six meetings—three dinner and three discussion—with an average attendance of fourteen. In planning the year's program, it was the aim to include as varied interests as possible, both to attract new members and to sustain the interests of the old.

The October meeting was held at the Women's City Club with Mrs. Faltermeyer and Miss Mitchell as dinner guests. In December, Miss Vormelker led a discussion of "Business and Financial Services" in the Treasure Room of the Cleveland Public Library. The second dinner meeting was held at the Cleveland Museum of Art in January, followed by an illustrated lecture, with the piano, on "The Music of Claude Debussy," by E. Robert Schmitz. Washington's birthday was again celebrated by a journey to Twinsburg, a walk in the woods, and a picnic dinner at the home of our Lakeside Hospital member. In March the Chapter met at the Cleveland Plain Dealer. Mr. William G. Vorpe, the Sunday and Feature Editor, gave a talk on some of the larger phases of newspaper work. This was followed by a trip through the plant and closed with refreshments. The last meeting was held in April in the Lecture Room of the Cleveland Public Library. The subject of the discussion was "The History and Development of Hospital Library Work." Mrs. Birdsall, Librarian at Lakeside Hospital, spoke on the unit type and Miss Edwards, Cleveland Public Library, on the group type.

Our membership, on May 15th, includes 1 institutional, 9 individual, and 12 associate members, totalling 22 or 25, if 3 members whose dues are unpaid, are included. Also 3 subscribers.

The following interests are represented: 3 Banks; Electric Illuminating Company; Medical Library; Hospital; 2 Museums; 2 Newspapers; School of Art; Accountant; Municipal Library; Bindery; Hotel; General Electric Company; White Motor Company; Technology Division, Cleveland Public Library; Cleveland College; Adelbert College, and Library School of Western Reserve University.

Our budget for the year, which may have appeared ridiculously low, was not intended to establish a precedent but merely to cover the actual operating expenses. As the Chapter grows and develops a definite field of service,

its budget must, of necessity, be increased proportionately.

E. M. BOYER,
President.

Illinois

The Illinois Chapter of the Special Libraries Association was organized in September, 1925. During the past year regular monthly meetings have been held, ranging from round table discussions to visits to interesting and important Chicago libraries, and addresses by well-known speakers relating to various lines of special research.

The programs during the past year have resulted in increased attendance and have aroused a wide-spread interest in the Chicago library world. Mr. F. L. Roberts, Manager of the District Office of the United States bureau of Foreign and Domestic Commerce at Chicago, gave a valuable talk at the September meeting on material available to business houses and special libraries from the District Office. Mr. Hagen, Chief of the Market Service Division of the Bureau, at Washington, at the same meeting, spoke on the original trade surveys of the country which are being made by the Department of Commerce to aid in the problem of marketing and distribution.

The October meeting was held in the Northwestern University School of Commerce Library. Mr. Theodore W. Koch, Librarian of Northwestern University Library, gave an interesting talk on his European travels, and Mr. Francis E. Cady, President of our Association, discussed the problems before the S. L. A., and the main objectives before him for solution during his administration.

The November meeting was of particular interest to special librarians in Chicago. It was held in the lofty tower of the Chicago Tribune, where the bright and attractive quarters of the newspaper's library are located. Mr. Harper Leech, special financial writer of the Chicago Tribune, gave an illuminating and interesting address on "The Business Library as an Aid to Newspaper Men." This address aroused great interest and was published in full in the January issue of SPECIAL LIBRARIES.

The December meeting was held in the new Stevens Hotel, through the courtesy of its Librarian, Miss Gertrude M. Clarke. Mr. Edward L. Burchard of the National Association of Community Centers, discussed the subject of "The Public Library and the School Community Center," and Mrs. Frances Clarke Sayers gave a very interesting and timely talk on "Christmas Book Suggestions."

The January meeting was held in the lecture room of The John Crerar Library. Valuable addresses were made by a number of librarians of special libraries in this city.

The February meeting was a round table discussion of the subject "How Do You Sell Your Library To Your Organization," held in the Municipal Reference Library, located in the City Hall of Chicago.

The March meeting was held in the auditorium of the Union Central Life Insurance Company in the new Bankers Building. Mr. E. V. Nichols of the Chicago Association of Commerce, described the survey made by him of trade associations in Chicago, and the retail distribution census made by the United States Census Bureau. Miss Florence Knight, Director of the Source Research Bureau, described the functions of her Bureau and the manner in which it could assist special librarians.

The April meeting was also held in the quarters of the Municipal Reference Library. Miss Janet M. Green, Librarian of the Hospital Library and Service Bureau; Miss Sophia J. L. Lammers, Librarian of the Joseph Schaffner Library of Commerce, Northwestern University, and Miss Elizabeth Dobson, Librarian of the Chicago Journal of Commerce, gave short talks on the organization, contents and activities of their respective libraries. Following the addresses, the meeting was thrown open to a round table discussion in which each librarian present participated by presenting problems in her library which she would like to have solved.

The speakers at the May meeting included Professor Nathaniel W. Barnes, Director of the Bureau of Research and Education, International Advertising Association, at the University of Chicago, who discussed the organization of his Bureau and the projects under way, with special reference to Chicago market data; and Mr. Richard W. McClure, Editor, Business Secretaries Forum, who gave an address on trade associations as sources of information and the commercial research work carried on by such organizations.

An important piece of work accomplished by the Illinois Chapter during the year was the completion of the union list of periodicals in Chicago libraries. The entire list was turned over for public use to the reference room of The John Crerar Library, in order that everyone interested could have access to this file at any time.

The above description of the work of the Illinois Chapter during the past year shows that it has been one of much activity and usefulness, not only to its members, but to librarians in general. As a result, the membership of the Illinois Chapter has been doubled, and we approach next year in full confidence that our roster will be increased substantially. The Illinois Chapter is growing in size and importance in the community, and its future is one of great promise.

FREDERICK REX,
President.

New York

The year under review has been one of adjusting ourselves to the reorganized machinery of the National Association. This is not the place to describe the developments in the national body, which will be fully discussed at the forthcoming Convention at Washington; it is sufficient to say here that your Executive Committee have endeavored to extend their fullest cooperation to the National Executive. They have availed themselves of Mr. Cady's invitation to attend those meetings of the National Executive which took place in New York and to participate in the discussions which then arose. By this means some progress has been made in coordinating the local and national organizations.

During the year the Association held seven meetings. By the courtesy of the Committee of the British Luncheon Club all but two of these were held in the Club rooms. One meeting was held, at the invitation of the National Association of Manufacturers, at the Mechanics' Club. The annual joint meeting with the New York Library Club, which is now one of our honored traditions, was held at St. Bartholomew's Community House through the courtesy of the Governing Board.

Your Executive Committee, in making their plans for the year, endeavored to bring before you some first hand information on organizations engaged in research, investigation or study in various fields, and especially their relation to special libraries. In pursuance of this plan seven meetings were held between October, 1927 and May, 1928. The meeting in January was a joint meeting with the New York Library Club. These meetings have all been reported in SPECIAL LIBRARIES.

The attendance at these meetings was very satisfactory in view of the heavy demands upon the time of members, reaching a maximum of 142 and averaging about 100

During my term of office the following members acted as Group Chairmen:—

Commercial and Industrial, Miss Margaret Bonnell; Employment, Miss Rebecca B. Rankin; Membership, Miss Ruth Savord and later Miss Lenore A. Tafel; Book Publishers, Mr. N. L. Leder; Hospitality, Miss Helen Craig; Miscellaneous, Mrs. Hauscorfer; Insurance, Miss Edith Flagg; Technical, Mrs. H. A. Wetmore; Legal, Miss Anna M. Baxter; Medical, Mr. Frank Place; Publicity, Miss Florence Wagner; Financial, Mrs. Flora S. Hazard.

The financial year ends on May 31st, but as our annual meeting was fixed for the 15th it is impossible to render a final financial statement with this report. It will, however, appear in due course in *SPECIAL LIBRARIES*. Meantime, the following tentative figures may be given:—

| | |
|--|----------|
| Balance on hand May 14th | \$179.60 |
| Quarterly payment due from National Association . . . | 75.00 |
| | <hr/> |
| | \$254.60 |

The tentative figures for membership are as follows:—

| | |
|---|-------|
| <i>1927-28</i> | |
| Institutional Members (\$15.00) . . | 59 |
| Individual Members (\$5.00) . . | 24 |
| Associate Members (\$11.00) . . . | 57 |
| Members not yet allocated (dues outstanding) | 226 |
| | <hr/> |
| Total | 366 |

As compared with 332 for 1926-27.

Resignations during year 14.

It is a source of satisfaction to the New York Association that 59% of the Institutional Memberships has so far been secured by the New York Chapter.

In an association where progress is dependent entirely upon the voluntary efforts of members it is necessarily also dependent upon the amount of leisure available. Special librarians in New York know only too well how little time is available after the day's work is done. For this reason we can say with satisfaction that the year has witnessed a steady increase in that community spirit which it is designed to embody.

While, in the absence of specific objectives before the various groups, no great activity was to be expected, it has been clear from the experience of the groups which were confronted with specific problems that the potentialities of the group committees were very great and

with specific objectives before them much can be accomplished.

Several of the groups have not been able to make sufficient headway to render a report of their progress worth recording at this stage, but reports have been received from the Membership Committee, the Hospitality Committee, the Insurance Committee, and the Commercial and Industrial Committee, which are being distributed with this report. I desire to congratulate these groups upon the energy they have displayed, and commend their example to the Association as a whole.

ANGUS FLETCHER,

President.

Philadelphia

The tenth season of The Special Libraries Council of Philadelphia and Vicinity was closed on May 4th, with its annual dinner meeting.

Eight meetings took place from October through May. Several times they were held in the libraries of the various members, such as the Franklin Institute, The Philadelphia Inquirer and the Wagner Free Institute of Science. One joint meeting with the Pennsylvania Library Club was held at Drexel Institute and was addressed by Mr. A. Edward Newton, president of that association. The meetings which were held at the members' libraries were chiefly given over to the study of the resources and methods used under those particular conditions, explained by either the librarian or a representative.

One of the first regular evenings was devoted to an inspection of the new Free Library of Philadelphia, which is an institution of which Philadelphia is justly proud. This was followed by a reception in the office of the Librarian, Mr. Ashurst, who is a member of the Council. Another evening later on was again held at the Free Library at which time Mrs. Martha Coplin Leister, of the Public Documents Department, and Mrs. Esther E. Ware, of the Pamphlet Division explained the resources and services of their respective departments.

On one occasion we were invited to Old Christ Church, where was seen one of the original colonial collections of books in this country, dating from 1695, and were presented with a book written by the rector and librarian, on the history of that interesting institution.

An A. L. A. Institute was held in February, under the auspices of Drexel Institute. One evening was set aside for the question of Special Libraries, and the Council was asked

to take charge of this subject. A dinner conference was held, at which Miss Rebecca Rankin came from New York to speak on the subject of "Training for Special Library Work" and Mr. Herbert O. Brigham to talk on the "Aims and Ideals of a Local Association." The speakers were the guests of the Institute, and we all considered it splendid opportunity to be able to have them for the occasion.

The Membership Committee Chairman reported an increase of eleven new members. The Secretary told of three placements. The Publicity Committee spoke of the efforts and results of getting before the public through newspaper accounts, and make plans for spreading the special library idea to firms unfamiliar with the advantages. The Periodical Committee which works on the Union List (Maintained on cards and kept in the Periodical Department of the Free Library as a clearing house) told of the new cards which have been added, and the cooperation of several new libraries.

Plans were made and a committee was appointed to issue a supplement to the 1926 Directory of the Special Libraries Council of Philadelphia and Vicinity, which will bring this pamphlet up-to-date, to increase its already great usefulness, and stimulate the sale to others, of copies already on hand.

A committee is planning to work on the idea of holding a series of group conferences on subjects of interest throughout the year, which will be in addition to regular meetings. These groups will be limited in number in order to promote the advantages of the conference method as applied to special problems, and to bring out free discussion.

The officers for the past year were Mrs. Gertrude W. Maxwell, of the Electric Storage Battery Co., Chairman; Miss Charlotte G. Moyes, of the E. I. du Pont de Nemours & Co., Vice-Chairman; Miss Helen M. Rankin, of the Municipal Reference Division of the Philadelphia Free Library, Secretary, and Miss Anna E. Bonsall of the E. F. Houghton & Co., Treasurer.

The officers for the coming year are Mrs. Maxwell, Chairman; Mr. Alfred Rigling, Librarian of the Franklin Institute, Vice-Chairman; Miss Helen M. Rankin, Secretary, and Miss Laura E. Hanson, of the American Philosophical Society, Treasurer.

GERTRUDE W. MAXWELL,
Chairman.

Pittsburgh

The Pittsburgh Special Libraries Association voted unanimously at its October meeting to become a local chapter of the national Special Libraries Association. The Constitution was amended to conform with that of the National Association in the matters of dues, types of membership and the fiscal year.

The first season as a local association has proved a satisfactory one. While the programs for our meetings and the relations between members have remained purely local affairs, our contacts with the National Association have broadened and become more valuable through correspondence with the officers of the National, and particularly through the Executive Officer and the Chairmen of the Groups.

First and always the special librarian must know the sources of information in his own community. But in our membership several libraries stand alone, as the sole representatives of a special kind of research and source of information. Sometimes these librarians must seek further afield for professional help in handling their own subject matter. For instance, Pittsburgh has one banking library, one public utilities library and one transportation library, the librarians having the common problem of conducting libraries as part of Pittsburgh business organizations, but each one being more closely allied to some library outside the city, so far as the kind of information is concerned. More and more, the value of the National Association to the locals will be in directing the inter-relations and the activities of each group of libraries, irrespective of location.

Through the efforts of the Membership Committee, headed by Miss Helen Thompson, working with the National Committee, we have converted four of our memberships into institutional memberships. One new associate member has also been gained.

The Union List of Periodicals, compiled by the Pittsburgh Special Libraries Association primarily as an aid to local librarians, has been sold to many outside libraries, one copy going to Australia and one to California. To date, twenty-four copies have been sold, exceeding our expectations. Next year it is hoped that some effort will be made to keep this list up to date on cards preparatory to reprinting it at some future time.

Under the shortened procedure of the Association, four meetings have been held this season. The Executive Committee also had

four separate meetings, the members coming together for dinner, usually about a week before the other meetings.

Mrs. Blanche K. S. Wappat, who attended the British Library Association meeting at Edinburgh last summer, gave a most graphic account of her trip with the foreign party and outlined the programs, at a dinner meeting held in October. The Toronto Conference was guests of Miss Edna Casterline, was made in January. Mr. Donald L. Fleming, of the Advertising and Commercial Department, was the speaker.

One meeting was held at the Mellon Institute, when Mr. C. D. Ulmer, a research worker for the Koppers Company, explained in a most detailed and interesting manner the bibliographical methods used to assemble and distribute information to his company.

The fourth meeting was devoted to business and the election of officers. Miss Jessie Callan was elected President; Miss Mary Elizabeth Key, Vice-President, Miss Esther Fawcett, Secretary-Treasurer, and Mr. J. Oscar Enrich and Miss Helen Thompson were elected members of the Executive Committee.

A social meeting is planned for June 9th, to take the form of a luncheon and bridge party. This has become an annual event and it has been found a pleasant way to wind up the program of the year.

JESSIE CALLAN,
President.

Southern California

Following the precedent of previous years, the regular monthly meetings of the association have been held in some special library in or near Los Angeles. With an electrically cooked dinner served by the Bureau of Power and Light, a demonstration of telephotography at the offices of the Southern California Telephone Company and a delightful visit to the scenically located Veteran's Hospital, our programs have offered not only a variety of interest but a better understanding of our mutual problems and facilities has resulted.

The year has seen the organization of three new libraries in our territory. A financial library has been established in the Los Angeles headquarters of the Bank of Italy, a municipal reference library in the new City Hall and the California Petroleum Corporation has recently appointed a librarian to meet the growing needs of its research workers.

After considering various projects for our winter's work, it was finally decided to devote our energies to the preparation of a revised edition of the *Union List of Periodicals of Libraries of Southern California*. Realizing that the first edition of 1924 was already out of date in many respects and desiring to render it a more complete reference tool by the addition of other libraries not previously included, the association voted to concentrate its activities upon this one undertaking and hopes to have the new edition on sale by January 1, 1929. Among the libraries desiring to enter their files in the revised list may be mentioned the Henry E. Huntington Library, the library of the Citrus Experiment Station at Riverside, the Long Beach Public Library, the Masonic Library, Lasky's and medical collections not hitherto represented. The work is now well under way and it is believed that the printing cost can be met by the application of the proceeds from the first edition, supplemented by contributions and advertising.

Many members of our association attended the annual meeting of the California Library Association held in Riverside during Easter Week. The two California chapters of the Special Libraries Association furnished an exhibit of special library methods which was displayed in the lobby of the Glenwood Mission Inn, where the sessions were held. Miss Ferguson, librarian at the San Francisco headquarters of the Bank of Italy, spoke at the Wednesday general session and a luncheon of special librarians was held immediately afterwards.

Our Publicity Committee has been successful in placing articles on particular libraries in appropriate house organs or trade journals and has coöperated with the Methods and Exhibits committees in the preparation of the exhibit.

JOSEPHINE B. HOLLINGSWORTH.

ASLIB

The Association of Special Libraries and Information Bureaux held its fifth annual conference at New College, Oxford, England, from September 14th—17th, 1928.

The program included general sessions, sectional meetings and informal discussions. A reception and dinner on Friday evening preceded the first general session. Saturday afternoon was devoted to visits to the Bodleian Library and to the Colleges of Oxford.

Detailed accounts of the conference will appear in later issues of SPECIAL LIBRARIES.

PROCEEDINGS

20th Annual Conference

MORNING SESSION

May 21, 1928

THE meeting was called to order in the Conference Chamber of the United States Chamber of Commerce, at 10 o'clock by President Francis E. Cady.

PRESIDENT CADY: This is the Twentieth Annual Conference of our Association and we expect to follow the same procedure this morning as we followed at our last convention, having some of the reports at this time with the official welcome later; so the Chair will ask the Secretary to please read her annual report.

For report of Secretary, Miss Rose L. Vormelker, see page 235.

MR. CADY: We have all heard the report of the Secretary. Are there any comments? Are there any questions anybody would like to ask about the work of the Secretary? I think you can all see from this report that the fears which some of us had about the success of our Association, now that we have established a general office and have a working secretary, are groundless. The work of the General Secretary has been expanded so that the Secretary-Treasurer does not have to look after the multitudinous details which have heretofore taken up so much of her time.

If there are no objections, this report will stand as given.

The next is the report of the Treasurer. Miss Vormelker will also read that report. For report of Treasurer see page 234.

MR. CADY: You have all heard this report. Needless for the chair to say that the Executive Board has been very much gratified at this financial showing. If I remember correctly, a year ago there was in the treasury something like \$1,400 and we had outstanding bills that were over \$1,000. Our present report shows we have in the treasury today \$3,300 and we have only a few outstanding minor bills. I say a few bills. There are still to be paid portions of the budget which have been allowed to various local associations and which have been in accordance with their request. But all in all, it looks as if we had accomplished one of the major objects of the past year, which were to put the treasury in a more substantial condition, and we hope that this is only a start.

You will note that the report of the Secretary showed only a trifle over 100 institutional li-

braries. This year we should make an aggressive campaign to increase the number and this action will greatly improve our financial condition.

But in considering our financial condition, it should be remembered that for the last eight or nine months we have been paying out the expenses of the General Office, which means that the showing is much better than even appears on the paper, and I believe I speak for the Executive Board when I say the Board is convinced that at the present time the General Office has more than justified its existence. There was one item that should perhaps be emphasized, and that is the collection of past dues.

When you have a small organization where you can use volunteer service you can get along all right as long as the organization does not become too large, but when it gets to any appreciable size it is impossible for any one who is not devoting all of his time to the subject to adequately take care of the demands in the way of watching subscriptions, collecting dues, and things of that kind, and we are very much pleased at the response of the membership as soon as their attention was called to the fact that our back dues had not been paid. I really think it is highly commendable we have been able to collect as large a proportion as was shown by this report.

Is there any comment or criticism or any questions?

VOICE FROM THE FLOOR: May I ask how many associate members still remain unpaid, and whether it is a comparatively small number that has been paid. Apparently something must be done in billing the local associations and through them, their associate members to get them to pay that \$1 a year into the Executive Office at Providence.

MISS VORMELKER: The number of unpaid \$5 memberships for Massachusetts is 3, and the total is 120.

MR. WILLIAM ALCOTT: We have only two hundred associate members. New York has much more and there is still real work to be done to get the local members to pay their \$1.00 in the national treasury.

MR. HERBERT O. BRIGHAM: May I add that an adjustment will be made in San Francisco and one or two other local territories where

there has been a delay in getting the adjustment between the local association and the members and I think by the end of the year that will be adjusted and paid. It is merely a question of bookkeeping to get that straight.

MISS REBECCA B. RANKIN: At the last local meeting there were 227 in New York, so there is still some work to be done about associate members.

MR. CADY: I am glad to have these points brought up, because they show the work that needs to be done in the General Office.

MR. ANGUS FLETCHER: Can you give us an idea of the obligations that we will have to meet for the rest of the year?

MR. CADY: That is a good question. Mr. Fletcher wishes to know if it will be possible for us to give him an idea of the obligations we will have to meet during the rest of the fiscal year. We will have to look that up, Mr. Fletcher, and we will try to present it at the Wednesday meeting. Of course it will involve the salary of the general officer and also the cost of the publication but, of course, as against that, it should be remembered that there will be money coming in from advertising to take care of part of the cost of publication. Any further questions? If not, the report will stand adopted as read.

The next report, is the report of the editor.

For report of the Editor, Mr. Herbert O. Brigham, see page 237.

MR. LEE: Is the time arriving for the annual index to the magazine?

MR. BRIGHAM: That index has been delayed on account of the work in the general office. I don't think one quite realizes the difficulty of getting all the details in one location with a minimum of clerical force. We were obliged to put in an extra stenographer to get out the current issue of the magazine and that index will probably reach you with the next number of the magazine or be sent you direct without enclosure.

MR. CADY: The journal, many of us feel, is almost the backbone of our organization. It is the medium through which the membership as a whole is kept in touch with the work of the Association, the work of the groups and the work of the locals, and its maintenance is of most vital importance. Again I may say on behalf of the Executive Board that we were very much pleased with Mr. Brigham's efforts. He can carry on the work much better, now that he has been given an assistant which will take from his shoulders a lot, if not all, of the onerous burdens and details which take so much time.

One of the things we would like to do, and hope our financial position will permit us to do, is to enlarge the journal so it will contain more material. This will accomplish a double purpose. It will not only permit us to publish more articles but will also provide more advertising space and the two things, of course, will benefit the Journal, since the more advertising space and the more advertising, the more returns there will be from the advertising, and hence there will be more help in taking care of the expense.

One of the things which perhaps was not emphasized enough in the report of the Treasurer was the fact that one month the receipts from the advertising were more than enough to pay the cost of publication. We felt this was an extremely gratifying situation since if we can make the journal self-supporting, as far, I mean, as the cost of printing is concerned, of course we will have the rest of our funds available for other purposes.

And the editor I believe is entitled to a great deal of appreciation on the part of the membership for having not only so well taken care of the material in the journal but also for having built up the advertising to such an extent.

Are there any comments on the report of the editor?

MR. ALCOTT: I would like to move a vote of thanks to the editor of the magazine for the splendid service he has rendered the magazine during the past year.

The motion was seconded and unanimously carried.

MR. CADY: The Chair has here several telegrams received yesterday and this morning some of which I will try to read at this time:

(Reads seven telegrams from San Francisco Chamber of Commerce, the mayor of San Francisco, the San Francisco Downtown Association, the San Francisco Convention and Tourist League, the California Development Association and one other, all inviting the S. L. A. Convention for 1929 or 1930, to come to San Francisco. The reading of these telegrams was received with applause.)

MR. CADY: We come now to the formal part of our opening ceremonies, the Address of Welcome, and we feel very much honored that we are to have an address of welcome from Mr. William Butterworth, the President of the Chamber of Commerce of the United States.

MR. BUTTERWORTH: Mr. Chairman, Ladies and Gentlemen: This is a new job for me. I am just a workman, but I suppose in assuming the duties of this position, this is some of the work that I have undertaken.

I want to extend to all a very warm welcome and the hospitality of the Chamber of Commerce. It is a pleasure to welcome in this building the Twentieth Annual Convention of the Special Libraries Association. As a business man myself and a man connected with a good many lines of organized effort, I have come to appreciate the value of the special library in a business concern. A few years ago a library may have seemed as much out of place in a business organization as a scientific laboratory but today in the business concerns we have them both and appreciate them very much.

Of course in an organization such as in the Chamber of Commerce of the United States, national, timely, and general in its application to business, our reference library is one of the vital parts of our equipment.

Accordingly, in welcoming you to this building, I want you to feel at home and that you are meeting in a place where there is a hearty and cordial interest in the work you are doing.

In behalf of the officers and directors of the Chamber, I wish you a successful meeting and express our hopes for a wider recognition of the usefulness of the special library.

With the growing importance of research we find this library necessarily becomes more important. We find you are gatherers and distributors of information, and so are we here in the Chamber. We gather a great deal of information. The problem with us is its distribution. I suppose in your case people come to you and get the information. With us, we have to gather the information and then distribute it, and the problem with us is the proper distribution of this information. I mean by that how can we get the information where it is really wanted. There are 400,000 manufacturers in this country. We get out a pamphlet, after considerable study, on Group Insurance, and now the problem is how to distribute that pamphlet. I don't suppose 5 per cent of those manufacturers would be concerned or interested in group insurance, or would become interested.

We got out a pamphlet on training of foremen, and one on apprenticeship, another on cost accounting. Some of these are more far-reaching, that is, there should be more people who would find interest in them; but one difficulty is in getting these studies to the right people.

I say I imagine in your case the people come to your library and get the material and they do not carry it very far away. So we are very much interested in the work you are doing be-

cause we have as members of this United States Chamber those who are building up these libraries and I want to say, too, that whenever we can be of any help to you or any service, we should be only too glad to render that service; and before retiring, I want to say that this building is the monument that business has built—that the business men of this country have built. I hope that you may have time or that you may take a little time to look over this building, and if you don't do anything else, I would like to have you just look in any way (and that won't take you more than 5 seconds) at the Directors' Room on the fourth floor. Get out of the elevator and turn to the left, and go as far as you can, and you will walk into the Directors Room. The door is open so you can walk right in. Mr. Henry A. Wills' portrait is hanging at the end of the room. He was the first President of the United States Chamber of Commerce.

Also, when you are on the fourth floor, come into the President's room. If you don't want to come in, you can look in. In that room is the desk that was used by Daniel Webster. This ground was occupied by a residence owned and lived in by Mr. Eustis and Mr. Corcoran and also by Daniel Webster himself. That desk was in this residence and never moved, so when the Chamber of Commerce of the United States bought the property, the owners of the property were kind enough to give that desk to the United States Chamber of Commerce and it is now in the President's room. If there are any of you who might be interested in seeing where Daniel Webster did his thinking (I do not know about his writing) I would be glad to have you do so.

I want to again express the wish that this meeting will be most successful and anything we can do to make your stay here in this building comfortable we will be glad to do.

I thank you. (Applause.)

MR. CADY: The Chair will ask Miss K. Dorothy Ferguson of San Francisco to make the response to the address of welcome.

MISS FERGUSON: Mr. President, our charming host, ladies and gentlemen: Some authority has said if you speak from the outside you soon run out of material, but if you seek a light from the inside you can continue forever, because you are drawing on a well which is fed from some unquenchable stream. So I want you to feel these few words come from the inside and are really deeply felt.

We feel honored to be your guests. We feel that Washington has much to offer us as li-

brarians as well as visitors. We know that you have many cultural wells in which we hope to dip deeply before we leave, and we feel also that we may perhaps in return for this welcome leave something tangible as our thanks.

We, as special librarians from all over the cities and all over the states, have our own little wells of information and we hope that while we are here you will make contact with us and when we return homeward you will still feel free to call on us and keep in touch with us, and perhaps dip also into our little wells of information.

That is all we can offer in return for this welcome to your lovely city, to your city that Henry James calls "The City of Friendship, a city of handshakes and welcomes, a city of cheerful greetings unheard and unworded, a city where one always finds time to smile and where one always feels like smiling." I think that is a wonderful recommendation for any city.

We feel grateful to be here and we feel sure we will all benefit by the mutual contacts and associations we will make. (Applause.)

MR. CADY: Certainly it will be an inspiration to all of us who have had the pleasure of meeting in this hall, and I have no doubt that most of you have let your eyes wander, as mine have, to the decorations, both the flags and the carvings. Certainly it is the most beautiful place we could have selected in which to hold our opening session.

The President then called upon the Chairman of the Program Committee, Miss Eleanor S. Cavanaugh, to make a report concerning the entertainment for the period of the convention.

The President also brought to the attention of the members forthcoming plans for a visit to the White House on Tuesday noon at which time a group photograph would be taken with the President of the United States.

Mr. Dorsey W. Hyde, Jr., Chairman of the local committee, made additional announcements concerning the conference.

MR. CADY: We are today to have the great privilege and pleasure of hearing from Doctor John A. Lapp, Department of Sociology, Marquette University, one of our former officers and oldest members, whom we value very highly. I have great pleasure in introducing Doctor Lapp. (Applause.)

For Dr. Lapp's address see page 219.

MR. CADY: I am sure we all appreciate Dr. Lapp's talk.

I should like at this time to appoint a Committee on Resolutions in accordance with the constitution. I will name on that committee:

Mr. Joseph W. Kwapil, Philadelphia; Mr. Angus Fletcher, New York; Mr. Howard L. Stebbins, Boston.

The next subject is the report, or the address, of the president. The time is somewhat late, but the chair will, unless you indicate otherwise, proceed to read this message.

For President Cady's address see page 177 July-August issue.

MR. HYDE: On Wednesday afternoon, we thought some of you might like to see some of Washington's libraries, and we will try to work out an itinerary to cover any number, as we don't know now just which of the libraries you would want to see, and your local committee has complied with your wishes as far as they knew how. The report of this committee will ultimately be published in full in the Journal. Copies of the library directory will be found at our headquarters today and any members of the Association who want to find out where any of the libraries are and how to get to them will be able to get that information at headquarters.

MR. CADY: The morning session will now stand adjourned. (Session adjourned at 12:15 p. m.)

MORNING SESSION

MAY 22, 1928

The meeting was called to order in the Rose Room, Hotel Washington, at 10:00 o'clock by President Cady.

MR. CADY: Before we take up the papers on the program there are one or two announcements that should be made and the first announcement is one that should have been made yesterday, and I am sorry the Chair forgot to make it.

The Maryland Casualty Company, of Baltimore, has issued an invitation to all members of the Special Libraries Association who would like to visit their plant in Baltimore to stop there Thursday. In order that they may be prepared for those who come, it is requested that any one who would like to visit those buildings in Baltimore should leave word at the desk downstairs or communicate with Miss Woodward.

MISS WOODWARD: I think it would be nice if as many as can would come over. Our library is small, but we have a very interesting building and would like to see you all if possible. We would like you all to come together and we will meet you at the station and try to show you as much of Baltimore as possible, as well as the Casualty Offices.

Miss Eleanor S. Cavanaugh, Chairman of the Program Committee, made various announcements

MR. CADY: You have found in your seats a copy of a book—"The American Government," by Frederic J. Haskin, and I will ask Mr. Francis to say a word or two about this book, and how it happened to be distributed.

MR. FRANCIS: I represent Mr. Frederic J. Haskin, who is the proprietor and director of the largest information service in the world. We operate a free information bureau and we are supported entirely by the newspapers of the United States, 500 of them, who subscribe to our service, and we undertake to answer in our bureau any question of fact that is asked us.

Mr. Haskin is also a newspaper correspondent of national and international experience. This book is a working story of our Government. It tells you in a simple and readable way what the Government is doing in Washington every day. It is a day-by-day story of each individual department. We often wonder what the President does to get that \$75,000 salary he gets. Many people think the President is a glorified bookkeeper, and signs his name every once in a while. This tells you some of his multifarious duties.

You will find in the front of this book a letter which will explain to you just how this presentation is made. It is made that every American may know the business in which he is a stockholder. The biggest business in the world is the United States Government and we feel every American should know about it. We feel you are key people and that you come into contact with many people who don't know a thing about this business of the American Government in which they are stockholders, and we ask you to pass the word along and boost the United States. (Applause.)

Mr. Cady made further announcements concerning the visit to the White House and discussion regarding time of adjournment followed. Mr. Cady presented an invitation from the Pan-American Union concerning a visit to the Pan-American building. He also announced a meeting of the Classification Committee at 1:15 in the Registration Room.

MR. CADY. Our first speaker this morning is Dr. Harold G. Moulton, Director, Institute of Economics. I have great pleasure in introducing Dr. Moulton.

For Dr. Moulton's address see page 226.

MR. CADY: You have all heard this very interesting paper, and I am very sure that I

express the thought of the members present in thanking Dr. Moulton very sincerely for his courtesy in talking to us.

The next paper on the program is by Dr. Steuart. I believe he is not here yet, but will be here in a few minutes, and in order to utilize our time to the best advantage the Chair will ask for Committee reports.

MISS MARION BOWMAN: When the Methods Committee of the Special Libraries Association of Boston held its first Fall meeting of 1926, we discussed the best way to make ourselves well informed on the subject of Methods, and decided that the first step was to collect all the references available and make a bibliography. We therefore began it, and have been working on it since.

On finding that the book "Library Work," by Miss Guthrie covers the subject through 1911, we decided to make a selected bibliography covering 1912 to 1927, inclusive.

In our work we have had three steps so far: Collecting references; Subject division; Selection.

4. We finally decided to define methods as the "physical methods of detail work," and this definition has helped a great deal. The "physical" excludes the administration, and "detail" excludes the plans of the buildings, lighting systems, etc. So we find that the "physical methods of detail work" suits very well.

The following are samples of the references which we have collected:

BINDING, CLIPPINGS.

COMBE, F. A.

Binder for detached pages. Power 47:410-411. Mr. 19 '18.

Standard "Power" binder used with manila folders for each section subject. Pages from periodicals are clipped together with paper fasteners, edges trimmed and slots cut in inner edge to pass the binder strips. These are then inserted in their respective folders and the folders put in the binder (about 14 folders to a binder).

COUNTING BOOKS.

STEBBINS, HOWARD L.

Counting a library. L.J.47:715-716, Sept. 1, 1922.

How a library of 70,000 volumes was counted and classified (i.e., apportioned among the 11 large divisions into which law books fall) by 7 people in 4½ hours. Careful preliminary planning, specially

prepared tally sheets, record of no. in each vertical section, meant easy check on accuracy.

FILING, PAMPHLETS, BOXES.

KAMMERLING, EDITH.

Civics room in a medium-sized town. A L. A. Bulletin, 1913, p. 340-342.

Clippings separates and pamphlets are classified by subject and filed in pamphlet boxes by the subjects. Magazine separates are placed in manila folders, clippings in envelopes.

We have gone through the following sources: Special Libraries; A. L. A. Pamphlets; Management and Administration; Miss Nichols' exhibits; Miss Nichols' report, Boston Local Committee Report, Industrial Arts Index; A. L. A. Proceedings, Readers' Guide; Library Journal; Public Libraries; A. L. A. Handbooks; A. L. A. Manuals of Library Economy; Cannon's Bibliography of Library Economy, 1876-1920.

The references having been collected, they were sorted and each assigned a subject heading. Some references went under more than one heading.

The last step has been that of deciding which references to keep and which to discard. Five people have been working on this, and each one of them was assigned certain subjects. For instance, to Mr. Handy were given all the references on Ordering Books, and he is responsible for everything that goes in or is kept out about that subject.

We have found it necessary to define quite closely the kind of material to be put in the bibliography:

1. We decided to omit the three largest subjects entirely — namely cataloguing, subject headings, and classification, because they are too large to be adequately covered by us, and also because we understand that people are working on them.
2. We decided not to include methods that are not applicable to *special* libraries. If they happen to be used in public libraries also, so much the better.
3. It has been hard not to include some references on administration, but we have decided to leave them out.

REFLECTORS both subject headings used

SHELF READING

BAUMLER, JANE I.

Reflectors. Spec. Lib. 17:86. Feb., 1926.

Paragraph in "We do this" department: "The John Crerar Library provides a reflector for the use of the boys who read shelves or need to search for volumes on a bottom shelf where it is usually dark"

MR. CADY: I think you can all see it is proposed to extend the duties and work of the Committee on Publications, and in view of the increased number of publications which the Association has now available for publication and which should be published, it is obviously necessary that the committee should have enlarged powers and should function to a much greater extent than heretofore.

The next paper on the program is the paper on "Census of Distribution," by Dr. William M. Steuart, Director of the U. S. Census. It gives me very great pleasure to introduce to you Dr. Steuart, and I think we are to be congratulated in having him with us today. (Applause.)

For Dr. Steuart's address see page 188 July-August issue.

MISS MARY I. ALEXANDER: Mr. Cady has asked me to take the chair. I feel a great responsibility with Mr. Cady away, for he always knows how to end his programs on time, so we will have to keep this moving. Next on the program is a lady from Washington, Miss Ada L. Bush, who will talk about "Uncle Sam and You."

For Miss Bush's address see page 224.

MISS ALEXANDER: Thank you very much, Miss Bush. Would you like to have us visit you?

MISS BUSH: I would like very much to have you visit us. That is taken for granted.

MISS ALEXANDER. Mr. Conrad could not come just now, so I think we will go on with the program. The next subject is "Outstanding Research in the Commercial Field," by Jennie Lee Schram

Mrs. Schram's paper will be printed in a later issue of SPECIAL LIBRARIES.

MISS ALEXANDER: Miss Marguerite Burnett will be next, and she will talk on "Research in the Financial World."

Miss Burnett's address will appear in a forthcoming issue of SPECIAL LIBRARIES.

MISS ALEXANDER: Last, but not least, on our program, is our visitor from Russia, and she will tell us about the Bureau of Labor, Kharkov, Ukraine.

For Mme. Kmelnitsky's address see page 183, July-August issue.

MISS ALEXANDER: Our next discussion will be on Public Affairs Information Service. This

is really a very important discussion, and we want as many as possible to stay.

I think many of us do not appreciate our close relations with Public Affairs Information Service. I think because it has become so successful we have let it go without the coöperation it deserves, but we don't want to do that, so we particularly asked Mr. Sawyer to come and tell us about how it grew up and how we can help.

(For Mr. Sawyer's address, see page 232,)

MR. CADY: I wish before we leave to thank Mr. Sawyer for coming before us this morning, and I do hope you are going to remember what P. A. I. S. is doing for us, and all of us think if we cannot help it a little more.

The meeting will now adjourn, and we will go over to the White House to have out picture taken with President Coolidge.

ADJOURNMENT WAS HAD AT 12:30 P. M.

MORNING SESSION

MAY 23, 1928

ROSE ROOM OF THE WASHINGTON HOTEL

The meeting was called to order at 10.00 A. M. by President Cady.

MR. CADY: In accordance with our custom, we will make a slight change in the order of the program and will ask Mr. Howard L. Stebbins, President of the Special Library Association of Boston, to report for that association.

For report of the President of the Special Libraries Association of Boston, see page 239.

MR. CADY: Mr. Stebbins says he would like to have the S. L. A. come to Boston in 1930, and he wants to get that in the minutes.

You have all heard this report. Anybody like to ask any questions regarding the work of the Boston Association? If not, we will resume the program

The next is a Symposium, Book Reviews, by Miss Florence Bradley.

For Miss Bradley's paper see page 186, July-August issue.

MR. CADY: The few times I have had the privilege of hearing Miss Bradley give a book review I have been filled with envy that she has been able to find time to cover so much ground and I am incited to more reading myself. I think we have been particularly fortunate in having brought into our program that other side of library work with which a great many of us are only too little familiar

and which forms only too little a part of our daily experience.

The next talk will be by Mr. W. Dawson Johnston, Library of Congress, Washington, on "Special Collections."

For Mr. Johnston's address, see page 228.

MR. LEE: May I ask a question? I think it has been the experience of special librarians to mobilize facts in a hurry. About four years ago, they had us running after data on Alaska, and I imagine that Alaska stuff will never be heard from again. Now that ought to be turned over and conserved at Harvard, so when we get through it can be used again if another call for it should ever come in. Now you won't get information on that from a questionnaire. We have forgotten it. We spent \$300 for a survey and turned somebody loose in Boston and she went down to the different libraries and gathered a great deal of material, but that is not down to date now.

MR. W. D. JOHNSTON: That appeals to me strongly—the completion of work that has been almost finished; or if finished, carried on, if we can carry on successfully

MR. HANDY: Concerning the classification of special libraries into groups which are to be admitted to the survey and those which are not on the basis of subscription membership libraries and libraries limited to the use of those who maintain them: Questionnaires I think are apt to be misleading. There are many libraries, for example, among the special libraries which are limited as to use to those who maintain them and if you were to ask the question: "Is the information in your library limited to the use of your members or the corporation supporting it, the answer would probably be yes, and yet by special provision the use of the material might be thrown wide open to certain individuals. I have in mind a library which is supported from definite sources and whose by-laws say that the use of the material is limited to the members of the association and yet, by a provision of the trustees, certain large groups have been included, so practically anybody seeking information can use material in that collection, and yet if you were to ask those people is your collection open to the public they would say no, and yet any student in the university or anybody coming from the Boston Public Library or sent from any city in the country for special research or special purposes would have the entire use of all the information in that collection and yet, strictly speaking, the use is limited to members. The reason is that there

has in the last few years grown up a commercial use for the information. There are so many commercial organizations furnishing services that it becomes more and more necessary to draw the line carefully where you will extend the use, and yet I think the practice is to give the utmost use to people who want the material for research or historical or student purposes.

MR. BRIGHAM: We have in existence the Special Libraries Directory of recent date with more or less amendments and corrections. Through coöperation with the Library of Congress, and Mr. Johnston, in the work, we could no doubt correct our list and assist in correcting their list, which would make a very valuable tool, and Mr. Johnston could also get from that a rather complete picture of the special libraries of this country and their holdings.

MR. CADY: It has occurred to the Chair that this suggested coöperation is another opportunity for us to expand the activities of our association and that there is a good deal of work being done by outside organizations which in time we may be able to participate in to a greater extent than ever before. When Mr. Johnston was speaking of these collections in boxes it occurred to me that it might be a good thing to advertise this collection, because then the books would have to come out of the boxes. Any further discussion of this paper?

MR. JOHNSTON: I simply want to thank you for the opportunity to meet with you this morning.

MR. CADY: The pleasure is ours.

(Applause.)

MR. CADY: We come now to a combination of business section and reports and in order that we may have the benefit of the largest attendance for that part of the business section which is necessary, the Chair will alter the order of the program, with your permission, unless there is some objection.

I should like to ask for a statement from the Executive Officer, Mrs. H. O. Brigham, whom I believe has some points she would like to bring up and I think we would all like to hear from her. For report of Executive Officer, see page 236.

MR. CADY: The Chair would like to make one correction. Our constitution provides that the fiscal year shall run from June to June. That is the fiscal year of the Association. Now for the purposes of dues, and that only, we have the period for which dues are paid run from

January to January. That does not change the fiscal year at all, and I hope no one will feel we are violating the constitution. There is nothing in the constitution which says the period for which dues shall be paid. In order to make our bookkeeping uniform, and get uniformity in our business arrangements, the Executive Board decided to have the period for which the dues are paid run from January to January. There is no change in the fiscal year and this does not interfere with any local association and if their period runs from June to June it is all right. But in billing the members it is all right to bill them so they understand they pay their dues at the end of the year and I think it will quickly be found that that greatly simplifies the financial problem.

VOICE FROM THE FLOOR: Will the executive officer tell us what the assessment of the A. L. A. is per member.

MRS. BRIGHAM: Ten cents per member for the individual memberships.

VOICE FROM THE FLOOR: If it is 10 cents per member, if we sent them \$5 that would account for fifty members

MR. CADY: If there is nothing further on this point, the chair understands Miss Alexander has a statement to make.

MISS ALEXANDER, New York: We have a chance to work with another organization. It is an International Advertising Association. This is the largest organization in advertising. It really blankets the advertising business, and they have a project covering five years and including nine different points. The Commercial-Technical Group means to work with this association and we want to get an expression from you.

MR. CADY: As far as the Chair can make out, this is one of the most important opportunities we have had for outside coöperation, and unless there is some objection on the part of those present, the Chair will assume you are heartily in sympathy with this coöperation and will appoint a committee.

MR. BRIGHAM: I move that the Chair appoint a committee to coöperate with the International Advertising Association. I happen to belong to one of the affiliated bodies and it is well worth while.

MR. CADY: The motion before the house is that the Chair appoint a committee to coöperate with the International Advertising Association.

(This motion was duly seconded and carried.)

MR. HYDE, JR.: May I bring up another matter at this time. First of all, the suggestion is if the members approve, that the Executive Committee be authorized at its discretion to appoint a committee to cooperate with the Library of Congress; the second is that, at the discretion of the Executive Committee a committee be appointed to find out ways and means by which this organization may cooperate more effectively with the different departments of the United States Chamber of Commerce. I put that in the form of a motion. (Seconded.)

MR. CADY: It has been moved and seconded that at the discretion of the Executive Board two committees be formed, one to cooperate with the Library of Congress in connection with the survey mentioned by Mr. Johnston and the other be appointed to cooperate with the United States Chamber of Commerce in regard to a survey which they wish to have taken; the appointments to be made by the Executive Board

(This motion was again seconded, and carried.)

MR. CADY: Before we proceed to the nomination of officers, this being the time when the present administration goes out of office, and inasmuch as we have during the past two years endorsed some rather decided changes in our organization, namely the change involving the unification of the nationals and the locals and the change involved increase in institutional dues, the establishment of the General Office and the various other features mentioned in the address of the President, the Chair would like a motion that the membership present approve of the acts of the Executive Board during the past year.

MR. GEORGE W. LEE, Boston, Mass.: I move the approval of the acts of the Executive Board during the past year.

MISS SARAH D. KINNEY, New York: I second it.

(Unanimously carried.)

MR. CADY: With your permission, we will now hear the report of the Nominating Committee, Mr. Handy is the Chairman.

MR. DANIEL N. HANDY: Mr. Chairman, and members of the association: The Nominating Committee present the following report:

For President, Mr. Francis E. Cady, of Cleveland.

First Vice-President, Ethel Cleland, Indianapolis.

Second Vice-President, Angus Fletcher, New York.

Secretary, Marion Reynolds, Chicago.

Treasurer, Elizabeth Baxter, New York.
Executive Board, Elizabeth Cullen, Washington; William Alcott, Boston.

MR. CADY: Sorry you applauded Mr. Alcott, because he declines to accept the nomination. He feels he cannot possibly accept it, unless he has now changed his mind.

MR. ALCOTT: The decision was made some time ago and it has not been changed. So I move to erase my name from the Executive Board and in its stead, I move the nomination of Mr. Joseph F. Kwapil, of the Public Ledger, Philadelphia.

MR. HANDY: Then we will submit the name of Mr. Joseph F. Kwapil, and his name will appear in place of Mr. Alcott.

Miss Marion Reynolds, of Chicago, was asked if she would accept the position of Secretary. This is an important position. She was ill at the time and we received a telegram saying we would hear further from her. I have not heard, and wonder if Miss Sheffield can tell about her.

MISS SHEFFIELD: I am sorry to say that I have not heard from Miss Reynolds at all.

MR. HANDY: Therefore as this report stands, Mr. Chairman, there is a vacancy in the position of Secretary.

MR. CADY: Have the Nominating Committee any recommendations to take care of that?

MR. HANDY: Might I suggest that since we have not heard from Miss Reynolds, that should we hear she is not able to accept on account of her illness, that we present the name of Miss Rose Vormelker if she would consent to run again as our secretary.

MISS VORMELKER: I am very sorry, but I cannot accept that.

MR. R. H. JOHNSTON: I move the adoption of the report of the nominating committee, that it be accepted as read, leaving the filling of any position subsequently vacated to the Executive Board.

(This motion was duly seconded and carried.)

The report of the nominating committee has been accepted. What do you wish done about the nominations submitted?

MR. BRIGHAM: I move that the Secretary be instructed to cast one ballot for the officers as named by the Nominating Committee, subject to the modifying motion previously adopted.

(This motion was duly seconded and unanimously carried.)

MR. CADY. We now come to the reports of the local associations. Inasmuch as all the local associations, with the exception of Boston, I believe, have been printed and put in the hands of the presidents of the local associations, unless the presidents of the local associations have something additional to say, we will ask their forbearance and your permission to dispense with the reading of these reports.

I will ask if any of the Presidents of the local associations have anything they wish to say. If not, we will consider these reports as having been read.

MR. CADY. I believe the reports of the groups have also been printed. I will ask at this time if any group chairman has anything to add.

Has any one any suggestions or comments to make in regard to the increase in the number of groups? You all know we have four--the Insurance, the Financial, the Newspaper and the Commercial-Technical. We have this worked out fairly satisfactorily.

We come now to the report of the Publications Committee--Miss Rankin. For this report, also report of the Advisory Committee on Publications see page 199, July-August issue.

MR. CADY. The work of the Publications Committee has been so well done the Chair is almost tempted to ask for a vote of thanks, except that that would be discriminating, but I am sure I voice the expression of all when I express thanks to the Chairman of the Publications Committee for all the work that has been involved in getting out these publications and they have done a great deal to bring our association before the eyes of other people who would not otherwise know of our existence.

MR. BRIGHAM. I make a motion that the report of the Advisory Committee on Publications be adopted.

MISS RANKIN. We would like to have some real opinions as to what the members of the association think of the Advisory Committee on Publications. We tried to do the best we could but you all no doubt have suggestions that would amplify this.

MR. CADY. The chairman has appreciated the work of the Publications Committee. The question arises that in reading over this report certain recommendations are here made and they seem extremely important. I would like to ask if these recommendations have been considered. The question is whether the Executive Board has received this report and has considered it and approves the recommendations of the Advisory Board.

MR. ALCOTT. Unfortunately it reached us too late to be studied by the Executive Board and it has unfortunately not been considered, and we are not able to make that recommendation until it has been considered.

MR. BRIGHAM. I would like to word my motion so that the Executive Board can take any or all of these recommendations and that it has the right to accept or reject any of these recommendations. This is the way I will word my motion: That we accept the report of the Advisory Committee on Publications and submitted recommendations and refer same to the Executive Board with power to accept or reject any portion of the report.

MR. ALCOTT. I didn't hear the motion, but I am ready to second it. I think it is all right.

MR. CADY. The motion accepts the report with the limitation, with the provision--that the Executive Board accept or reject any portions which they desire, or modify any portions which they desire. You have all heard this motion. It has been seconded. We will put it to the vote.

(Unanimously carried.)

Any further questions to be asked of the Publications Committee? If not, we would like to hear the report of the Committee on Classification, Miss Keller.

For report of Classification Committee see page 194, July-August issue.

MR. BRIGHAM. I want to suggest that all members who are not receiving copies of the magazine that they make their demands known at the General Office. We are now reorganizing all our material in pretty good form and we can fill your request promptly and we would be gratified to have you do that.

MR. CADY. I have tried hard to close these sessions promptly at 12.00 o'clock. We have just two or three more brief reports and I would like to extend this session for the few minutes necessary to listen to those reports.

The most important is probably the Committee on Resolutions. Mr. Fletcher will read the report.

REPORT OF THE RESOLUTIONS COMMITTEE

Resolved:

1 That the Special Libraries Association, in convention assembled at Washington, D. C., express to the Chamber of Commerce of the United States its great appreciation of the cordial welcome extended to it by the Chamber and of the privilege of opening this Convention in Council Hall;

2. To the members of the District of Columbia Library Association, its gratitude for their cordial hospitality and assistance during the convention;

3. To the Chamber of Commerce of Washington, D. C., its appreciation of the privilege of meeting in this capital city of Washington, and of the courtesies extended to it by the Chamber;

4. To the distinguished speakers who have given of their valuable time, its warmest thanks for the privilege of hearing them,

5. To the management of the Washington Hotel its appreciation of the excellent arrangements for the comfort of members and to the employees of their unfailing courtesies;

6. To the Program Committee, and all who assisted them in carrying out their plans, its congratulations on making the convention a triumphant success.

VOICE FROM THE FLOOR: I move that the report of the Resolutions Committee be accepted, as read.

(This motion was seconded and carried.)

MR. CADY: We now have the report of the Committee on Methods. Miss Rankin

For report of Committee on Methods see page 198, July-August issue.

MR. CADY: The Chair suggests that the Executive Board will be glad to accept that that report be accepted as a recommendation.

We will now have the report of the Committee on Training, Miss Rankin.

For report of Committee on Training see page 200, July-August issue.

MR. CADY: If there is no objection these two reports will stand as given.

Is there any unfinished business? Any report of any committee not called for? There is the report of the Committee on Membership That is Mr. Armistead.

MR. LEWIS A. ARMISTEAD, Boston: The report of the Committee on Membership will, after all is said, be found in our constantly growing membership—institutional, individual and associate.

MR. BRIGHAM: I want to say about the Membership Committee that Mr. Armistead has done a wonderful work in the committee and you can thank him for many institutional members. If all of them would work as Mr. Armistead has, we would have a bunch of new members on our list.

For report of Membership Committee see page 197, July-August-August issue.

MR. CADY: Next we have the report of the News Committee. Mr. Paul B. Foster for the committee

For report of News Committee see page 198, July-August issue.

MR. ARMISTEAD: May I say a word about the News Committee. I have met some of the reporters, but there was a complaint that the newspapers were printing little about our association. I don't think we should be surprised about that. Most of our matter is technical and such work as should be done is something we should take care of and I am going to move that the matter of taking care of the news—the news committee—be referred to the Executive Committee and perhaps at the next conference they can arrange some practical way of meeting the newspaper people and getting the information in their hands. As far as the members are able, I think the members of the newspaper group will be willing to cooperate.

MR. ALCOTT: Will you kindly send special clippings from the home papers to our files. I make that a motion.

MR. CADY: Would you just make that as a recommendation, Mr. Alcott, instead of a motion.

MR. ALCOTT: Yes.

MR. CADY: The executive committee will take care of that.

Is there any further business?

MR. ARMISTEAD: The group reports have been made, have they not?

MR. CADY: The group reports have been printed and distributed. Is there any further business?

MR. BRIGHAM: The revision of the constitution which refers to the associate members That was published in the journal. I will ask that some one make a motion that the constitution be amended to provide that the associate members be those who are engaged or interested in library practice.

(Such a motion was submitted from the floor, duly seconded and unanimously approved.)

MR. CADY: If there is nothing further before us, the meeting stands adjourned.

THE MEETING ADJOURNED AT 12:10 P. M.

Pages 257-262 deleted, advertising.